

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000	<b>General Administration and Management:</b>	<p>The records described in this chapter pertain to performance of office and other administrative management functions throughout the navy and marine corps and to techniques and programs that develop, control, and improve management processes. These techniques and programs relate to organization and planning; management analysis; acquisition program management; office methods; records, forms, reports, and publications management; mechanized and data processing systems; industrial engineering and methods; inspections; management sciences; and overall civilian and military personnel/manpower programs and external and internal relations. The records also pertain to the administration and performance of legal, military justice, and legislative functions and related matters.</p> <p>These records are accumulated both by activities and offices carrying out the above functions and programs as well as by activities (primarily at the departmental or command level) developing overall procedures, policies, and programs. Certain specialized records relating to the management of military personnel, civilian personnel, logistics, and financial matters are covered in other chapters of this manual.</p>		
5000-1	<b>Policy, Planning, and Strategy:</b>	Information relating to the establishment, development and accomplishment of plans, programs and policies related to Management and Administration of the U.S. Navy and U.S. Marine Corps. Includes general administration, information security, physical security, publications and printing, external relations, law enforcement, legal matters, and office services. These records document high-level policy and programs and are created and maintained by the Offices of the Secretary of the Navy, Under Secretary of the Navy, Deputy Under Secretaries of the Navy, Assistant Secretaries of the Navy, General Counsel of the Navy, Judge Advocate General (JAG), Inspector General of the Navy, Chief of Legislative Affairs, Chief of Information (CHINFO), Chief of Naval Research (CNR), Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), and other senior officials of the DON.	<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff.</b>	<b>DAA-NU-2015-0005-0001</b>
5000-2	<b>Department of the Navy General Officers, Flag Officers, and Senior Officials:</b>	<p>Incoming and outgoing correspondence files of the Secretary of the Navy, Under Secretary of the Navy, Deputy Under Secretaries of the Navy, Assistant Secretaries of the Navy, General Counsel of the Navy, and other senior officials in the DON.</p> <p><b>Note:</b> Correspondence files of senior officials of the U.S. Navy and U.S. Marine Corps are scheduled under items 3000-1, 3000-2, 3000-3, and 3000-4.</p>	<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 50 years after cutoff.</b>	<b>DAA-NU-2015-0005-0002</b>
5000-3	<b>Organizational and Functional Charts:</b>	Organization and functional charts, manuals, or other records depicting the internal organization, relationships, functions, and status of activities and offices of the U.S. Navy, U.S. Marine Corps and Navy Secretariat.	<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.</b>	<b>DAA-NU-2015-0005-0003</b>

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-4	Technology Transfer and Security Assistance Review Board (TTSARB):	Memoranda of the TTSARB. TTSARB is a Navy international policy decision-making body that produces decision memoranda.	PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 30 years after cutoff.	DAA-NU-2015-0005-0004
5000-5	Navy and Marine Corps Command Histories:	<p>U.S Navy: Annual history prepared by ships, aviation commands, other operating force commands, and shore activities in accordance with OPNAV INSTRUCTION 5750.12 current version. The history will include sections on command composition and organization, a chronology of significant events, a narrative account, and supporting documents.</p> <p>U.S. Marine Corps: File includes copies of certificate of lineage and honors; battle streamer entitlement; copies of past chronology reports; press clippings from local military and civilian newspapers; command press releases; unit history; and photographs judged to be of historical interest. Other operating force Command Histories.</p> <p>Additional documents types include Post deployment briefs, those that get briefed by the strike group commander (these files may also include a command operation report to the CNO) and daily operation files and Intel briefings provided to the CNO.</p>	<p>PERMANENT: Cutoff at end of calendar year.</p> <p>U.S. Navy: Transfer to NHHC at cutoff.</p> <p>U.S. Marine Corps: Transfer to CMC (HD) at cutoff.</p> <p>Transfer to the National Archives 50 years after cutoff.</p>	DAA-NU-2015-0005-0005
5000-6	Historical Records and Historical Program Management:	Information relating to the history of the Department of the Navy, US Navy, and US Marine Corps and the management of historical programs dedicated to the collection, preservation, interpretation, display, and access to permanent historical records, art, and artifacts, that provide research and reference services, and that publish, in print or electronic media, historical analysis, books, studies, documentary studies, and other historical knowledge products. Includes records of the SECNAV, OPNAV, Headquarters USMC and other components of the Executive Part of the DON consisting of reports, correspondence, and other documents accumulated or prepared in connection with the historical and related functions and reflecting their administrative history of the Navy and Marine Corp. This series also includes the primary program records of the Director of Naval History and the Director of Marine Corps History.	PERMANENT: Cutoff at end of calendar year. Transfer to the Naval History and Heritage Command or USMC Museum and Archives. Transfer to the National Archives 50 years after cutoff. In the case of records related to collection management, retain copies as needed for continued operations	DAA-NU-2015-0005-0006

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5000-7	<b>Records of Unusual Importance or Exceptional Historical Interest:</b>	Records not designated permanent elsewhere in this manual determined to be of unusual importance or have exceptional historical significance. Records depicting important unique situations of continuing interest or important policy transactions or decisions, unusual noteworthy events, or summarize the organizational and functional history of the activity. Selection criteria is determined by the Assessment Matrix for Determination of Records of Unusual Importance or Exceptional Historical Interest, a Naval History and Heritage Command Form (see attachment) <b>Note:</b> Notify DON/AA DRMD if records are determined by the commander or commanding officer to be of historical importance. DRMD will coordinate with NHHC and NARA to determine whether the records warrant permanent preservation under this retention schedule.	<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.</b>	DAA-NU-2015-0005-0007
5000-8	<b>Directives Case Files:</b>	Official case files of the offices of SECNAV, CNO, and CMC containing signed directive and supporting material.	<b>PERMANENT: Cutoff when canceled. Transfer to the National Archives 25 years after cutoff.</b>	DAA-NU-2015-0005-0008
5000-9	<b>Publications:</b>	Publications issued by the Department of Defense (DOD) or naval activity or office, and publications issued by other government agencies or non-government organizations. They include instructional and informational manuals, catalogs, and other similar published materials.	<b>PERMANENT: Cutoff when superseded or obsolete. Transfer to the National Archives 25 years after cutoff.</b>	DAA-NU-2015-0005-0009
5000-10	<b>International Agreements:</b>	Agreements, as defined in DoDD 5530.3, between DON and Foreign countries or international organizations in pursuit of various programs, kept at DON headquarters, Navy IPO, and systems commands headquarters. For many MOUs, OSD negotiates and retains the "master" Agreement; Navy negotiates and retains annexes to the Agreements/Arrangements. Programs Include: (a) Operational Information Exchange Agreement(OIEA); (b) The Technical Cooperation Program (TTCP); (c) Foreign Cooperative Testing (FCT); (d) Technical Research Development Project/Project Agreements (TRDP/PA); (e) Section 65 Loans; and (f) Etc.	<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.</b>	DAA-NU-2015-0005-0010
5000-11	<b>Legislative Affairs:</b>	Information relating to all phases of congressional and legislative liaison matters. Includes plans, policies, procedures, accomplishments, essential transactions, drafts of proposed legislation and Executive Orders with supporting papers and comments reflecting the DON position, and information documenting program responsibilities in regard to congressional investigations and inquiries.	<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.</b>	DAA-NU-2015-0005-0011

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5000-12	Original Research Data:	Original research data that has continuing value. These include records that are related to public, legislative, and executive relations, liaison and programs, to Navy's participation in political military affairs historical matters. These may include records accumulated in connection with international relations, public relations (including informational services), community relations and media relations. They also are accumulated in connection with the conduct of our relations with external (private) organizations.	<b>PERMANENT: Transfer to NARA when no longer needed for reference or information in connection with the center's mission. Marine Corps activities transfer to CMC (HD) who will offer to NARA when no longer needed for reference.</b>	DAA-NU-2015-0005-0012
5000-13	Inspector General Investigations - Final Reports:	Final investigative reports and working papers of the Inspector General; investigations resulting from Congressional inquiries; and investigative reports resulting from Complaints of Wrong submitted under article 138, UCMJ.	<b>PERMANENT: Cutoff at case closure. Transfer to the National Archives 50 years after cutoff.</b>	DAA-NU-2015-0005-0013
5000-14	Inspector General Investigations - Other Reports:	Other investigative reports and working papers of the Inspector General.	<b>PERMANENT: Cutoff at case closure. Transfer to the National Archives 25 years after cutoff.</b>	DAA-NU-2015-0005-0014
5000-15	Clearance Adjudication (significant incidents):	Case files relating to significant adverse action reports or personnel security clearance adjudicative decisions that are precedent-setting or have widespread public or Congressional interest. These are files that contain significant adverse action reports or relate to personnel security clearance adjudicative decisions of a significant or potentially disqualifying nature and subsequent adjudicative and access determinations and associated information such as polygraph examination results are needed. Files that are precedent setting or have widespread public or Congressional interest are also considered. These include personnel security clearance case files and access data on members of the DON, DoD Civilians, Civilian Consultants, Non-appropriated Fund Employees, USO Personnel, Red Cross Volunteers and Staff, and U.S. Coast Guard Military and Selected Civilian Personnel Under The Defense Industrial and Personnel Security Programs. Significant Incidents or Adverse Actions also included is information from Defense Hearings and Appeals (DOHA) proceedings. At creation, records could begin as "Personnel Security and Access Clearance Records" but change once it has been determined during the adjudication there are significant incidents or adverse actions apply to that individual. DON has selected a permanent retention period due to the special circumstances of the records.	<b>PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.</b>	DAA-NU-2015-0005-0015

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-16	NCIS Criminal Investigative Case Files (perm):	Investigative reports of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility determined to be of historical value based on widespread public interest, notoriety of the individual(s) and or the seriousness of the alleged offenses. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury material.	PERMANENT: Cutoff at case closure. Transfer to the National Archives 50 years after cutoff.	DAA-NU-2015-0005-0016
5000-17	NCIS Criminal Investigative Civil Disturbance Response:	The Attorney General is the chief civilian officer in charge of coordinating all Federal government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to DOD to assist civil authorities in dealing with civil disturbances. Such authorization will only be granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Records consist of information on investigative and other activities authorized in connection with civil disturbance responsibilities within the United States, District of Columbia, Commonwealth of Puerto Rico, and United States territories and possessions.	PERMANENT: Cutoff when situation or event terminates. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0005-0017
5000-18	NCIS Special Investigations/Operations:	Information originated by DOD components pertaining to those activities of non-DOD affiliated organizations/ individuals which potentially or actually threaten DOD functions, property, or personnel and files or other documentation relating to Defense Investigative Review Council (DIRC)-approved measures to quell or counter these activities.	PERMANENT: Cutoff at last action. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0005-0018

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-19	JAGMAN Administrative Investigations and Courts of Inquiry:	Findings and other related records of JAGMAN administrative investigations and Courts of Inquiry into incidents of death or injury to naval personnel, significant loss or damage to vessels, aircraft, vehicles, or other government property, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases). Records are permanent if they meet the following criteria: (1) reviewed a major policy or procedural issue, (2) attracted widespread news media attention, or (3) underwent Congressional scrutiny.	PERMANENT: Cutoff at end of calendar year in which investigative report is final. Transfer to the Office of the Judge Advocate General (Code 15) after 2 years in accordance with Chapters II and XI of the JAGMAN. Investigations conducted in anticipation of litigation should be forwarded immediately after completion. Records will be entered into tracking system and transferred to the National Records Center. Transfer to the National Archives 50 years after cutoff.	DAA-NU-2015-0005-0019
5000-20	Courts Martial Records of Trial:	Information relating to cases concerning an officer or involving a sentence to a punitive discharge. Records consist of the original record of trial, copies of charge sheets and related papers, staff judge advocate's recommendations, court-martial orders, decisions of appellate agencies, and similar papers kept by the court-martial jurisdictions and convening authorities accumulated at OJAG.	PERMANENT: Cutoff at end of calendar year after appellate review. Transfer to the National Archives 30 years after cutoff.	DAA-NU-2015-0005-0020
5000-21	Military Justice Information Systems:	Master files and systems documentation for electronic military justice case tracking and reporting systems including Department of the Navy Criminal Justice Information System (DONCJIS) and Appellate Case Tracking System.	PERMANENT: Cutoff at end of calendar year. Transfer to the NPRC annually.	DAA-NU-2015-0005-0021
5000-22	Death and Funeral Records:	Death record jackets accumulated and filed by fiscal year at Bureau of Medicine and Surgery (BUMED); CNO area coordinators; The Marine Corps Casualty Section; and at Naval Medical Treatment Facilities. Records consist of individual case files, reports, forms, correspondence, and related records pertaining to persons for whom DON is responsible. Includes the Master file and documentation for Electronic Information Systems holding these records.	PERMANENT: Cutoff at end of calendar year. Transfer to the NPRC (MPR) five years after cutoff.	DAA-NU-2015-0005-0022
5000-23	Superseded			

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-24	Audio and Video Broadcasts:	Master recording or duplicate master, one reference copy, and appropriate licensing agreements.	PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0005-0024
5000-25	Community Relations:	Information of enduring value relating to Department of the Navy, U.S. Navy, and U.S. Marine Corps community relations. Includes official ceremony records (keel layings, launchings/christenings, commissionings, decommissionings, dedications, changes of command, establishment/disestablishment of installations); records of non-government nationally organized groups (i.e. Navy League, Navy Relief Society, Fleet Reserve Association, Navy Wives Club, etc.); Establishment records and inter-agency agreements relating to the Armed Forces Radio and Television Service; master files of service-wide periodicals and magazines' and local station newspapers. These include program records of the establishment or disestablishment of Naval Media Center Detachments and operating locations including agreements with DOD, other services, other Navy commands, and foreign nations, regarding Navy or Navy Executive Agent AFRT Operations. Also included are Navy service-wide periodicals and magazines, such as All-Hands magazine, local station newspapers/ newsletters, and similar general interest periodicals from Navy and Marine Corps Bases, Air Stations, and major industrial facilities, e.g., naval shipyards, aircraft rework facilities, training centers, etc.. These periodicals are published at least monthly, approved by the issuing command, and contain articles/information concerning the installation, the local community, and military and civilian employees of the installation.	PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0005-0025
5000-26	Information Releases - Chief of Information (CHINFO) and the Office of U.S. Marine Corps Communication (OUSMCC):	Master files of press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material.	PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0005-0026
5000-27	Department-level FOIA Reports:	Annual reports relating to DON implementation of the FOIA, including annual reports to the Congress at the DON level.	PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 15 years after cutoff.	DAA-NU-2015-0005-0027
5000-28	Department-level Privacy Act Reports:	Department-level annual reports on one-time information requirement relating to DON implementation, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.	PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 15 years after cutoff.	DAA-NU-2015-0005-0028

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5000-29	Department-level awards:	Information relating to awards made at the departmental level or higher (Presidential, Secretarial, etc.).	PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0005-0029
5000-30	Ship-Naming, Commissioning, and Christening Ceremony Records:	Information relating to ship-naming, commissioning, and christening ceremonies. Includes name and sponsor files.	PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0005-0030
5000-31	Alcohol and Drug Management Information Tracking System (ADMITS):	Master file and documentation for the Alcohol and Drug Management Information Tracking System (ADMITS).	PERMANENT: Cut off (take snapshot) at the end of end of fiscal year and transfer to the National Archives.	DAA-NU-2015-0005-0031
5000-32	Automatic Data Processing Program:	Information created/used for the development, establishment, and accomplishment of automatic data processing (ADP) management plans, programs, and procedures.	PERMANENT: Cutoff at end of calendar year. Transfer to the National Archives 25 years after cutoff.	DAA-NU-2015-0005-0032
5000-33	Hazardous Substance Reports:	Reports and other records required by the Comprehensive Environmental Response Compensation Liability Act.	TEMPORARY: Cutoff at final action. Destroy 50 years after cutoff.	DAA-NU-2015-0005-0033
5000-34	NCIS Credentials Log:	Log showing the issue and control of badges, credentials and pins naming NCIS civilian and military personnel.	TEMPORARY: Cutoff at end of calendar year. Destroy 75 years after cutoff.	DAA-NU-2015-0005-0034
5000-35	NCIS Investigate Case Files - Controlled Death and Criminal Sex Investigations:	Investigative reports and case files of controlled death and criminal sex investigations and investigations created on or after 1 January 1988 and where DoDI 5505.11 requires submission of offender criminal history data to the FBI.	TEMPORARY: Cutoff at case closure. Destroy 50 years after cutoff.	DAA-NU-2015-0005-0035



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5000-36	NCIS Incident Reports:	Information created during maintenance of discipline, law and order and include information such as arrest reports, receipts for offenders, sobriety tests, patrol officer reports, sworn statements, arrest and disposition reports, offense reports, vehicular collision investigation reports, and other information relating to incidents, arrest or detention.	TEMPORARY: Cutoff at case closure. Destroy 50 years after case closure.	DAA-NU-2015-0005-0036
5000-37	NCIS Polygraph Examination:	Technical information relating to polygraph examination during criminal investigations. Includes information such as statistical and technical data sheets, personal data sheets, medical waivers, question sheets, charts, numerical evaluation forms, interview logs, and related data.	TEMPORARY: Cutoff at end of calendar year. Destroy 50 years after cutoff.	DAA-NU-2015-0005-0037
5000-38	Courts of Inquiry and Investigations (non-perm):	Findings and other related records of JAGMAN administrative investigations and Courts of Inquiry into incidents of death or injury to naval personnel, significant loss or damage to vessels, aircraft, vehicles, or other government property, or other significant incidents involving naval personnel, as required by the JAGMAN (other than courts-martial cases). Records are temporary if they do not meet criteria in 5000-19 JAGMAN Administrative Investigations and Courts of Inquiry above.	TEMPORARY: Cutoff at end of calendar year in which investigative report is final. Transfer to the Office of the Judge Advocate General (Code 15) after 2 years in accordance with Chapters II and XI of the JAGMAN. Investigations conducted in anticipation of litigation should be forwarded immediately after completion. Records will be entered into tracking system and transferred to the National Records Center. Destroy when 75 years old.	DAA-NU-2015-0005-0038
5000-39	Department of the Navy Criminal Justice Information System (DONCJIS) Profile Data:	Information captured from the data input from investigations, command actions, judicial actions, and corrections. Includes information such as but not limited to names; SSNs; dates and places of birth; offenses; investigative data; administrative actions, and administrative data drawn from base registration process, results of judicial and non-judicial actions taken, and corrections data.	TEMPORARY: Cutoff at end of calendar year. Destroy 50 years after cutoff.	DAA-NU-2015-0005-0039

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5000-40	Urinalysis Records:	Documentation of detection of drug abuse by military personnel, including Marine Corps Tables of Organization. Some exceptions to disposal standards are necessary, regardless of authorization herein, records directly relating to matters listed below will not be destroyed until clearance or settlement of the case. - Incomplete investigation - Incomplete NJP - Court Martial and other disciplinary action - Incomplete medical boards or administrative actions	TEMPORARY: Cutoff at end of calendar year. Destroy 75 years after cutoff.	DAA-NU-2015-0005-0040
5000-41	General Counsel Policy and Planning Support:	Information that reflects the overall development and accomplishment of plans, policies, programs, procedures, and legal processes governing all phases of assigned legal responsibilities. <b>Note:</b> Information accumulated at the Departmental Level by JAG, the General Counsel (GC), and the Legal Staffs of All Other Departmental Offices Including the Judge Advocate and Legal Staffs of the Marine Corps are scheduled under item 5000-1, Policy, Planning, and Strategy.	TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.	DAA-NU-2015-0005-0041
5000-42	Survey and Inspection - Department level:	Information accumulated by departmental offices other than Inspector General relating to surveys and inspections of major activities. Includes special investigation reports relating to possible violations or irregularities.	TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.	DAA-NU-2015-0005-0042
5000-43	Local History:	Locally prepared histories not required by nor submitted to higher authority.	TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.	DAA-NU-2015-0005-0043
5000-44	Environmental Litigation:	Litigation case files are used to support defense of DON positions in litigation and for assertion of DON positions in affirmative litigation. They provide a basis for case management, statistical evaluation of processes used and litigation risk to the DON. Litigation records include: complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation. Materials maintained in litigation records include hard copy and electronic files; documents in various formats such as WORD and PDF; spreadsheets; photographs, charts, blueprints; and data contained in Excel or other formats.  <b>Case files for environmental litigation.</b> Includes complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation.	TEMPORARY: Cutoff at final action. Destroy 30 years after cutoff, but longer retention is authorized if required for business use.	DAA-0428-2017-0001-0001

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5000-45	Environmental Reports:	Environmental reports and documentation. Includes environmental assessments; environmental impact statements; life-cycle analyses; documentation of compliance/noncompliance; documentation required by the Army Corps of Engineers; site inspections; communications with non-DOD Federal, State, Local and Foreign environmental authorities; and all other documentation required by law, regulation, and executive order, including reports to the EPA; reports and surveys of Marine Corps owned and operated public water systems; and tests, analyses and measurements of DON-controlled drinking water.	TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.	DAA-NU-2015-0005-0044
5000-46	Equal Opportunity Office Reports:	Equal Opportunity Office off-base housing reports and quarterly Navy-wide demographic data.	TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.	DAA-NU-2015-0005-0045
5000-47	Intellectual Property - Legal Review:	Information relating to the review, license, and protection of intellectual property claims. Includes patent application review, signed agreements with owners of patents, all information relating to copyright licenses and trademark interests, and licenses and assignments of DON interests in inventions, patents, and royalties.	TEMPORARY: Cutoff at license, patent, or trademark expires. Destroy 30 years after cutoff.	DAA-NU-2015-0005-0046
5000-48	Publication Security Review:	Information relating to pre-publication security review. Includes request for a security review of manuscripts, photographs, lectures, radio and television scripts, etc., prior to publication to ensure that no classified or sensitive information is disclosed in the publication, copies of the results of the review and other related correspondence.	TEMPORARY: Cutoff at case closure. Destroy 30 years after cutoff.	DAA-NU-2015-0005-0047
5000-49	Security Clearance Adjudication:	Case files relating to security clearance adjudicative actions of a generally favorable nature on persons requiring access to classified information. Files may include information of minor adverse action reports that result in a favorable adjudicative action. Also included are polygraph examination results and other adjudication documentation used in arriving at security clearance and access determinations.	TEMPORARY: Cutoff at case closure. Destroy 30 years after cutoff.	DAA-NU-2015-0005-0048
5000-50	NCIS Case Files - Personnel Investigation:	Personnel Security investigations conducted by Naval Criminal Investigative Service. Includes routine personnel security investigations; internal personnel inquiries, and pre-employment inquiries for civilian support personnel.	TEMPORARY: Cutoff at case closure. Destroy 30 years after cutoff.	DAA-NU-2015-0005-0049
5000-51	NCIS Criminal Investigative Reports:	Investigative reports of matters of alleged violations of laws, regulations, and directives in which NCIS has jurisdiction and responsibility. This includes requests for and results of polygraph and forensic laboratory examinations, technical investigative techniques such as oral, wire and electronic intercepts, copies of evidence custody documents and other related material. Also included are criminal investigations completed by USMC CID and Grand Jury material.	TEMPORARY: Cut off at case closure. Destroy 30 years after case closure.	DAA-NU-2015-0005-0050

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5000-52	<b>NCIS Non-Investigative Reports:</b>	NCIS reports and assessments of non-investigative nature. Includes NCIS Security Training, Assistance, Assessment Team (STAAT) vulnerability assessments; criminal intelligence and information reports, protective operations, and sources administration.	<b>TEMPORARY: Cutoff at case closure. Destroy 30 years after cutoff.</b>	DAA-NU-2015-0005-0051
5000-53	<b>Summary and Special Courts-Martial:</b>	Summary and Special Courts-Martial Cases not involving a punitive discharge nor concerning an officer (consisting of the original record of trial).	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.</b>	DAA-NU-2015-0005-0052
5000-54	<b>Military Music Recordings:</b>	Audio and visual recording of special events and concerts	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 30 years after cutoff.</b>	DAA-NU-2015-0005-0053
5000-55	<b>Program Oversight (General Administration):</b>	Information relating to the oversight of the execution of plans, policies, programs, and procedures relating to the commands assigned mission.	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.</b>	DAA-NU-2015-0005-0054
5000-56	<b>Annual expanded Legal Assistance Program (ELAP) Report:</b>	Report consists of primary statistical information compiled from legal assistance case record forms and supplemented by material on functioning of program. Reports are prepared annually by legal assistance attorneys.	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.</b>	DAA-NU-2015-0005-0055
5000-57	<b>Survey and Inspection:</b>	Final reports of surveys and inspections of major activities performed by an Inspector General's Office and supporting documentation of action taken.	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.</b>	DAA-NU-2015-0005-0056
5000-58	<b>NCIS Polygraph Examiner Certification:</b>	Polygraph examiner certification information, including applications, recommendations, approvals, disapprovals and related information.	<b>TEMPORARY: Cutoff upon separation or retirement of examiner. Destroy 10 years after cutoff.</b>	DAA-NU-2015-0005-0057
5000-59	<b>Military Justice Case Management - USMC:</b>	Computerized tracking system used Marine Corps wide to provide law centers, judge advocates, and staff judge advocates the ability to track the progression of their cases throughout the pre-trial, trial, and post-trial phases. The system provides oversight to ensure that all cases are tried in an expeditious manner, and that the post-trial process is handled in accordance with the timelines established by the appellate courts.	<b>TEMPORARY: Cutoff at case closure. Destroy 10 years after cutoff.</b>	DAA-NU-2015-0005-0058

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5000-60	<b>Military Justice Case Management: Reports</b>	Reports of JAGMAN investigations and related records regarding investigations into reports of lost, compromised, or possibly compromised information or materiel.	<b>TEMPORARY: Cutoff at case closure. Destroy 10 years after cutoff.</b>	<b>DAA-NU-2015-0005-0059</b>
5000-61	<b>Superseded</b>			
5000-62	<b>Drug Abuse and Rehabilitation:</b>	Information Relating To Rehabilitation of Participants in the Alcohol and Drug Prevention and Control Program. Includes, but not limited to urinalysis results, treatment plans, patient observations, treatment progress reports, and discharge reports.	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.</b>	<b>DAA-NU-2015-0005-0061</b>
5000-63	<b>Live Scan Management System (LSMS)-Master Files:</b>	LSMS is a software application that supports an inkless fingerprinting process by electronically capturing, storing, and transmitting fingerprint images for law enforcement and/or identification purposes. Images are used for criminal records checks and background investigations or for registration and permits (or suspension or revocation of permits). Data elements include but are not limited to: Name, Rank, Social Security/Military 10 Number, Address, Reason for fingerprint, and Phone Number, situation of charges, supporting information.	<b>TEMPORARY: Maintain records In the system for one year. Destroy when 1 to 10 years old based on the legal requirements for the purpose.</b>	<b>DAA-0127-2013-0010-0002</b>
5000-64	<b>JROTC Records:</b>	Junior Reserve Officers Training Corps (JROTC) and Navy National Defense Cadet Corps (NNDCC) Records. Consists of records concerning the establishment of the Navy and Marine Corps JROTC Program and Navy National Defense Cadet Corps Program In high schools and other secondary schools Records Include, but are not limited to, Instructor applications that contain name, gender, race, SSN, rank at retirement, branch of service from which retired, active duty designated, retirement date, birth date, pay grade, address, home and work telephone numbers, electronic mail address, dates of employment as Instructor, Instructor Certification Application, essay questions, school name, height, weight, body fat measurements or most recent Physical Readiness Test (PRT), photograph submission sheet, the interviewer's appraisal, applicant checklist, desired location for employment as an Instructor, and academic degrees, certification letters, Instructor status (probation / evaluation), Instructor evaluations, Instructor observation reports, school evaluations and probation letters, resignation letters, pay information, and associated correspondence.	<b>TEMPORARY: Cutoff at end of CY. Destroy 10 year(s) after cutoff.</b>	<b>DAA-NU-2015-0005-0062</b>
5000-65	<b>Employment records:</b>	Income tax withholding records. Please also see chapters 1, 7, and 12.	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 10 years after cutoff.</b>	<b>DAA-NU-2015-0005-0063</b>

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-66	Program Management:	Information relating to the execution of plans, policies, programs, and procedures relating to the commands assigned mission maintained by activities, departments, divisions, and other organizational units.	TEMPORARY: Cut off at end of calendar year, cancellation or supersession. Destroy 5 years after cut off.	DAA-NU-2015-0005-0064
5000-67	NCIS Criminal Investigation - Topical Files:	Files contain investigations of the type mentioned in SSIC 5580.4a when a logical suspect is not developed except death and criminal sex cases, which will be filed under SSIC 5580.4a(1)(b). If logical suspect is developed within 5 years of the close date for any of these investigations, the investigative reports are pulled from the topical file and retained with the pertinent name dossier. After 5 years, the remaining topical file material is of no substantive value for investigative, historical, or other research; and or in other-agency originated documents.	TEMPORARY: Cutoff at case closure. Destroy 5 years after cutoff.	DAA-NU-2015-0005-0065
5000-68	Interagency Agreements:	Information relating to understandings and agreements between elements of the Department of the Navy (DON), between the DON and other military services or Federal agencies or between the DON and other non-Federal organizations or agencies (but not with foreign countries). These understandings and agreements are negotiated to provide and obtain various types of support services. The services include but are not limited to security, law enforcement, logistical, medical, fire protection, facilities, payroll, and similar support. They can be one-time or continuing. Included are agreements, agreement checklist, Memorandums of Understanding (MOUs) Memorandum of Agreement (MOAs), reviews, comments, related correspondence and similar information.	TEMPORARY: Cutoff at supersession, cancelation, or termination of the agreement. Destroy 7 years after cutoff	DAA-NU-2015-0005-0066
5000-69	USMC Inspection Reports:	Inspection Reports of Marine Corps Activities Conducted by the Inspector General of the Marine Corps. Included with each report are comments from interested HQMC staff agencies and replies from unit commanders of corrective action taken. These records are maintained by the Inspector General of the Marine Corps, unit commanders, and interested HQMC staff agencies.	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	DAA-NU-2015-0005-0067
5000-70	Foreign Disclosure Authorization (DA) for Visits:	Visit DAs are the result of the review, analysis, coordination and approval/disapproval for the disclosure of classified or controlled unclassified information to foreign governments, entities, nationals or their representatives during regular (one-time or recurring) and extended visits to DON military or contractor facilities. DAs are issued in support of programs such as Security Assistance Program (Foreign Military Sales or Direct Commercial Sales); NATO Rationalization; and Standardization and Interoperability (RSI). The Technology Cooperation Program (TTCP), Defense Personnel Exchange Program (DPEP); Foreign Liaison Officer (FLO) Programs; and International Cooperative Programs (CP).	TEMPORARY: Cutoff at case closure. Destroy 7 years after cutoff	DAA-NU-2015-0005-0068

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-71	<b>Classified Material Control:</b>	Information relating to the receipt, transfer, issuance, or destruction of classified documents.	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.</b>	DAA-NU-2015-0005-0069
5000-72	<b>Installation or Facility Visitor's Requests:</b>	Information relating to visits and to applications for and issuance of visitor's passes or vehicle entry permits.	<b>TEMPORARY: Cutoff at end of calendar year after final entry. Destroy 5 years after cutoff.</b>	DAA-NU-2015-0005-0070
5000-73	<b>NCIS Preliminary Investigation Reports:</b>	Preliminary investigation reports used to document the receipt of information that at the initial stage indicated an incident occurred involving one or more criminal offenses, however it was subsequently determined that no criminal offense occurred or that the incident and offenses did not fall within NCIS' or CID's jurisdiction and or responsibility to investigate. Records may be retained in either hardcopy or electronic/imaged format.	<b>TEMPORARY: Cutoff at case closure. Destroy 7 years after cutoff</b>	DAA-NU-2015-0005-0071
5000-74	<b>NCIS Evidence and Forensic Laboratory:</b>	Information created by the NCIS and Base Security/Provost Marshal Offices worldwide and used by criminal investigators and crime laboratories. It consists of information showing the description, receipt, and disposition of physical property held as evidence for potential use in military or civil court proceedings. Included are evidence custody documents (ECD), statements of destruction, logbooks (e.g., OPNAV 5580/24), related information. Includes hardcopy and electronically captured fingerprint records.	<b>TEMPORARY: Cutoff after final disposition of evidence or at end of calendar year. Destroy 7 years after cutoff</b>	DAA-NU-2015-0005-0072
5000-75	<b>Legal Assistance:</b>	Information relating to legal assistance. Includes legal assistance productivity report and appointment of trustees in cases of incompetency.	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 5 years after cutoff.</b>	DAA-NU-2015-0005-0073
5000-76	<b>Contract Litigation Case Files:</b>	<p>Litigation case files are used to support defense of DON positions in litigation and for assertion of DON positions in affirmative litigation. They provide a basis for case management, statistical evaluation of processes used and litigation risk to the DON. Litigation records include: complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation. Materials maintained in litigation records include hard copy and electronic files; documents in various formats such as WORD and PDF; spreadsheets; photographs, charts, blueprints; and data contained in Excel or other formats.</p> <p><b>Contract litigation case files.</b> Includes complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation.</p>	<b>TEMPORARY: Cutoff at final action. Destroy 6 years after cutoff, but longer retention is authorized if required for business use</b>	DAA-0428-2017-0001-0002

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-77	All Other Civil Litigation Case Files:	<p>Litigation case files are used to support defense of DON positions in litigation and for assertion of DON positions in affirmative litigation. They provide a basis for case management, statistical evaluation of processes used and litigation risk to the DON. Litigation records include: complaints, answers, other discovery materials, motions, briefs, memoranda, litigation hold information, reports, other materials needed to support litigation. Materials maintained in litigation records include hard copy and electronic files; documents in various formats such as WORD and PDF; spreadsheets; photographs, charts, blueprints; and data contained in Excel or other formats.</p> <p><b>Litigation against the United States or Its Officers or Employees.</b> Files concerning matters related to the DON excepting cases arising in admiralty, under the Federal Tort Claims Act, and all matters within in the cognizance of the GC, consisting of related court documents, litigation reports and general correspondence accumulated by the OJAG.</p>	TEMPORARY: Cutoff at final action. Destroy 4 years after cutoff, but longer retention is authorized if required for business use	DAA-0428-2017-0001-0003
5000-78	Information Release:	Press releases, publications, transcripts of press conferences, official speeches, or other presentations, including graphics or exhibits, television or radio scripts, and other formally presented publicity or informational material. Includes formally released document that is not forwarded to or duplicated in the files of CHINFO, OUSMCC, Navy Department, or other higher authority.	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	DAA-NU-2015-0005-0074
5000-79	Visual Information - Logs:	Logs of still picture negatives and motion picture film. (Exclude shelf lists, indexes, and other records that can be used as finding aids.)	TEMPORARY: Cutoff at end of calendar year. Destroy 7 years after cutoff.	DAA-NU-2015-0005-0075
5000-80	Safety Investigations and Mishap Analysis:	<p>Afloat, shore, ground and expeditionary warfare safety investigations, mishap analysis and hazard reports (all severity classifications, including hazard reports).</p> <p>Original reports (including evidence) and endorsements. Reports required by OPNAVINST 5102.1 (series) / MCO P5102.1 (series) are maintained by the Naval Safety Center, Norfolk, VA.</p> <p><b>Note:</b> Exposure records and entries contained in the Employee Medical File (EMF), such as occupational injuries or illnesses, progress reports, lab results, X-ray reports, and X-rays are to be retained according to appropriate schedule item in chapter 6 of this manual.</p>	TEMPORARY: Transfer to Naval Safety Center, Norfolk, VA. Naval Safety Center retains indefinitely.	DAA-NU-2015-0005-0076



SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-81	<b>Safety and Occupational Health - Local Activity Copies:</b>	Records of safety investigations, mishap analysis and hazard reports (all severity classifications, including hazard reports) of incidents afloat, on shore, ground and expeditionary warfare including test results or waste analyses, reports of injuries or occupational disease, work project case files for occupational health, industrial and environmental control records and related documentation.. Copies held by all other organizations.  <b>Note:</b> Exposure records and entries contained in the Employee Medical File (EMF), such as occupational injuries or illnesses, progress reports, lab results, X-ray reports, and X-rays are to be retained according to appropriate schedule item in chapter 6 of this manual.	<b>TEMPORARY: Cutoff at end of calendar year of date of the final endorsement. Destroy 7 years after cutoff.</b>	DAA-NU-2015-0005-0077
5000-82	<b>General Operations - Administration and Management:</b>	Information relating to the daily operations of Navy and Marine Corps management and administration. Includes policy waivers; intra-Navy agreements; correspondence transactions; custody receipts; publication inventory reports; routine statistical reports and data summaries; mail and postal logs; classified mail receipts and logs; musician proficiency reports; music composition review; privacy act requests; records holdings inventory; Equal Opportunity Office reports; standards of conduct; fund-raising campaign files; visit requests; employee identification and credentials; military dependent identification and credentials; lost property statements and reports; courier authorization; facility access; publications source material; time reports; media clippings; media queries; minor officials and guest speeches and speakers biographies; and space holdings and storage.	<b>TEMPORARY: Cutoff at end of calendar year. Destroy 3 years after cutoff.</b>	DAA-NU-2015-0005-0078
5000-83	<b>Information Management Control:</b>	Records involving licensing data collections obtained from the public, other Federal agencies, DoD and within the DON ensuring data collections follow Title 44 U.S.C. and DoD/DON Information Collection Programs. Includes: <ul style="list-style-type: none"> <li>• registers or databases used to record and control the numbers and other identifying data assigned to each control symbol.</li> <li>• official case files consisting of the record copy of each control symbol sponsored by DON/DON component with related requiring documentation, superseded control symbol packages and documentation showing scope, purpose, and background material of the data collection</li> </ul>	<b>TEMPORARY: Cutoff at control symbol cancellation. Destroy 3 years after cutoff. Longer retention authorized if needed for business use.</b>	DAA-NU-2015-0005-0079
5000-84	<b>Working Papers and Reference Information:</b>	Information accumulated in contribution to a final report, presentation, research paper, product, or other document. Includes information used for reference purposes only.	<b>TEMPORARY: Destroy when 6 months old.</b>	DAA-NU-2015-0005-0080
5000-85	<b>Transient Records:</b>	Information related to management and administration that has minimal or no documentary or evidential value.	<b>TEMPORARY: Destroy when 6 months old.</b>	DAA-NU-2015-0005-0081

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-86	Subordinate Command Plans and Policies:	Implementing directives and instructions issued or maintained by subordinate commands. Includes local activity copies of delegation/succession of authority.	TEMPORARY: Destroy when superseded or canceled.	DAA-NU-2015-0005-0082
5000-87	Indexes and Finding Aids:	Information used to locate other records, such as catalogs, indexes and finding aids.	TEMPORARY: Destroy or delete when superseded or obsolete.	DAA-NU-2015-0005-0083
5000-88	Duty Delegation:	Information related to the designation of a person to serve in a specific capacity.	TEMPORARY: Destroy on expiration, revocation, or supersession of designation.	DAA-NU-2015-0005-0084
5000-89	NAVINGEN Case Mgmt System (CMIS):	NAVINGEN Case Management Information System (CMIS).	TEMPORARY: Place printout of database information related to each case in the case file before transfer to the Naval Historical Center or WNRC. Destroy/delete records from the database when superseded, obsolete, or no longer needed for reference, whichever is later.	N1-NU-02-01
5000-90	Physical/Information Security Controls:	Information relating to physical security controls. Includes restricted area designation; baggage tags; courier authorization cards; and record access files.	TEMPORARY: Destroy when superseded or obsolete.	DAA-NU-2015-0005-0085
5000-91	Personnel Clearances:	Case files relating to the investigation and adjudication of personnel security clearances.	TEMPORARY: Destroy upon transfer or separation of employee.	DAA-NU-2015-0005-0086
5000-92	Civil Disturbance - Open Source Listing:	Listings of those who have official responsibilities related to control of disturbances which are obtained prior to commitment of Federal troops and routinely maintained for planning purposes.	TEMPORARY: Destroy or delete when superseded or obsolete.	DAA-NU-2015-0005-0087
5000-93	Missing, Lost, Stolen or Recovered Government Property (MSLR):	An operational system, which provides the CNO and Naval Criminal Investigative Service (NCIS) with information concerning firearms, explosives, ammunition, and property which has been reported missing, lost, stolen, or recovered in the Navy.	TEMPORARY: Retain updated master file until no longer required then destroy.	DAA-NU-2015-0005-0088

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-94	Navy and Marine Corps Art, Artifact, and Historical Aircraft Collection Management:	Information documenting the accession, management, loan, and disposition or art, artifacts, and aircraft in Navy and Marine Corps historical collections.	TEMPORARY: Retain at NHH, Marine Corps Art or other DON Museums until no longer required for business use.	DAA-NU-2015-0005-0089
5000-95	Military Music Compositions:	Information relating to the arrangement of music for official use. Included are scores, licensing agreements, correspondence, and related documents.	TEMPORARY: Destroy when no longer required for band's mission.	DAA-NU-2015-0005-0090
5000-96	Correspondence and Approvals - Non-DoD Hosted Conferences:	Records consisting of requests, correspondence, final approval authorizations memos for attendance to a non-DoD hosted conference.	TEMPORARY: Cut off at the end of the calendar year. Destroy 5 years after cut off.	DAA-NU-2015-0005-0091
5000-97	GRS 5.6 120 - Personal Identification Credentials and Cards - Application and Activation Records:	<p><b>Application and activation records.</b></p> <p>Records about credential badges (such as smart cards) that are (1) based on the HSPD12 standards for identification cards issued to Federal employees, contractors, and affiliates, and (2) used to verify the identity of individuals seeking physical access to Federally controlled Government facilities, and logical access to Government information systems. Also referred to as Common Access Cards (CAC) cards, Personal Identity Verification (PIV) cards, and Homeland Security Presidential Directive 12 (HSPD-12) credentials.</p> <p><b>Exclusion:</b> Records of certain classes of Government employee identification cards, such as those covered under special-risk security provisions or 44 U.S.C. Section 3542, are covered by agency-specific schedules.</p> <p>Applications and supporting documentation, such as chain-of-trust records, for identification credentials. Includes:</p> <ul style="list-style-type: none"> <li>• application for identification card</li> <li>• a log of activities that documents who took the action, what action was taken, when and where the action took place, and what data was collected</li> <li>• lost or stolen credential documentation or police report</li> </ul> <p><b>Note:</b> GRS 3.2, Information Systems Security Records, covers applications for access to information systems.</p> <p><b>Exclusion:</b> The actual badges/cards themselves are covered under 5000-150 GRS 5.6 121</p>	TEMPORARY: Destroy mandatory and optional data elements housed in the agency identity management system and printed on the identification card 6 years after terminating an employee or contractor's employment, but longer retention is authorized if required for business use.	DAA-GRS-2017-0006-0016

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-98	GRS 5.1 010 - Administrative records maintained in any agency office.	<p>Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:</p> <ul style="list-style-type: none"> <li>• staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1)</li> <li>• office-level administrative policies and procedures and files related to their development (see Note 1)</li> <li>• calendars or schedules of daily activities of non-high-level officials (high-level officials are defined in GRS 6.1; this item covers those positions not defined as high-level)</li> <li>• informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training (e.g. SF-182)</li> <li>• internal office activity and workload reports</li> <li>• studies and analyses of office administrative functions and activities</li> <li>• non-mission related management reviews and surveys</li> <li>• minutes of meetings related to administrative activities</li> </ul> <p><b>Exclusion 1:</b> This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures of the office. Agencies must schedule those records on an agency-specific schedule.</p>	TEMPORARY: Destroy when business use ceases.	DAA-GRS-2016-0016-0001

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-99	<b>GRS 3.1 050 - Data Administration Records, Documentation Necessary for Preservation of Permanent Electronic Records:</b>	<p>Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>Data administration records and documentation relating to electronic records scheduled as permanent in the GRS or in a NARA-approved agency schedule must be transferred to the National Archives to allow for continued access to the records, including:</p> <ul style="list-style-type: none"> <li>• data/database dictionary records</li> <li>• data systems specifications</li> <li>• file specifications</li> <li>• code books</li> <li>• record layouts</li> <li>• metadata</li> <li>• user guides</li> <li>• output specifications</li> </ul> <p><b>Note 1:</b> Per NARA practice, documentation for permanent electronic records must be transferred with the related records using the disposition authority for the related electronic records rather than the GRS disposition authority.</p> <p><b>Note 2:</b> Agencies may retain a copy of documentation related to permanent electronic records. This copy may be destroyed at any time after the transfer request has been signed by the National Archives.</p>	<b>PERMANENT: Transfer to the National Archives with the permanent electronic records to which the documentation relates.</b>	<b>DAA-GRS-2013-0005-0002</b>

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-100	<b>GRS 3.1 051 - Data Administration Records, All Documentation for Temporary Electronic Records and Documentation not Necessary for Preservation of Permanent Records:</b>	<p>Data Administration includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>Data administration records and documentation relating to electronic records that are scheduled as temporary in the GRS or in a NARA-approved agency schedule or any types of data administration records not listed as permanent in item DAA-GRS-2013-0005-0002, including:</p> <ul style="list-style-type: none"> <li>• data/database dictionary records</li> <li>• data systems specifications</li> <li>• file specifications</li> <li>• code books</li> <li>• record layouts</li> <li>• metadata</li> <li>• user guides</li> <li>• output specifications</li> </ul> <p>and also the following records for all electronic records whether scheduled as temporary or permanent</p> <ul style="list-style-type: none"> <li>• software operating manuals</li> <li>• data standards</li> <li>• table and dependency descriptions</li> <li>• taxonomies</li> <li>• schemas</li> <li>• registries</li> <li>• source code</li> <li>• physical data model</li> <li>• logical data model</li> </ul>	<b>TEMPORARY: Destroy 5 years after the project / activity / transaction is completed or superseded, or the associated system is terminated, or data is migrated to a successor system, but longer retention is authorized if required for business use.</b>	<b>DAA-GRS-2013-0005-0003</b>
5000-101	<b>GRS 3.2 010 - Systems and Data Security Records:</b>	<p>These are records related to maintaining the security of information technology (IT) systems and data. Records outline official procedures for securing and maintaining IT infrastructure and relate to the specific systems for which they were written. This series also includes analysis of security policies, processes, and guidelines, as well as system risk management and vulnerability analyses. Includes records such as:</p> <ul style="list-style-type: none"> <li>• System Security Plans</li> <li>• Disaster Recovery Plans</li> <li>• Continuity of Operations Plans</li> <li>• published computer technical manuals and guides</li> <li>• examples and references used to produce guidelines covering security issues related to specific systems and equipment</li> <li>• records on disaster exercises and resulting evaluations</li> <li>• network vulnerability assessments</li> <li>• risk surveys</li> <li>• service test plans</li> <li>• test files and data</li> </ul>	<b>TEMPORARY: Destroy 1 year after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system.</b>	<b>DAA-GRS-2013-0006-0001</b>

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-102	GRS 3.2 031 - System Access Records, Systems Requiring Special Accountability for Access:	<p>These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users. Includes records such as:</p> <ul style="list-style-type: none"> <li>• user profiles</li> <li>• log-in files</li> <li>• password files</li> <li>• audit trail files and extracts</li> <li>• system usage files</li> <li>• cost-back files used to assess charges for system use</li> </ul> <p><b>Exclusion 1.</b> Excludes records relating to electronic signatures.</p> <p><b>Exclusion 2.</b> Does not include monitoring for agency mission activities such as law enforcement.</p> <p>These are user identification records associated with systems which are highly sensitive and potentially vulnerable.</p>	<p><b>TEMPORARY: Destroy 6 years after password is altered or user account is terminated, but longer retention is authorized if required for business use.</b></p>	DAA-GRS-2013-0006-0004
5000-103	GRS 3.2 051 - Backups of Master Files and Databases, Temporary Master Files:	<p>Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.</p>	<p><b>TEMPORARY: Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file, but longer retention is authorized if required for business use.</b></p>	DAA-GRS-2013-0006-0008
5000-104	GRS 4.1 010 - Tracking and Control Records	<p>Records used to provide access to and control of records authorized for destruction by the GRS or a NARA-approved records schedule. Includes:</p> <ul style="list-style-type: none"> <li>• indexes • lists • registers • inventories • logs</li> </ul> <p><b>Exclusion 1:</b> This schedule excludes records containing abstracts of records content or other information that can be used as an information source apart from the related records.</p> <p><b>Exclusion 2:</b> This authority does not apply to tracking and control records related to records scheduled as permanent. The value of these records varies, so tracking and control records related to permanent records must be scheduled.</p>	<p><b>TEMPORARY: Destroy when no longer needed.</b></p>	DAA-GRS-2013-0002-0016

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-105	GRS 4.1 020 - Records Management Program Records:	<p>Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management.</p> <p>Activities include:</p> <ul style="list-style-type: none"> <li>• providing oversight of entire records management program</li> <li>• transferring, destroying, and retrieving records</li> <li>• inventorying records and conducting records surveys</li> <li>• scheduling records</li> <li>• providing other records management services to customer units (such as records storage/reference assistance, and technical assistance with files plans and other records management questions)</li> <li>• conducting records "clean out" days</li> <li>• conducting special projects</li> </ul> <p>Records include:</p> <ul style="list-style-type: none"> <li>• agency records management program surveys or evaluations</li> <li>• reports of surveys or evaluations</li> <li>• reports of corrective action taken in response to agency program surveys or evaluations</li> <li>• disposal authorizations, schedules, and reports</li> <li>• records schedules, legacy records schedules (SF 115, Request for Records Disposition Authority)</li> <li>• SF 135, Records Transmittal and Receipt</li> <li>• OF 11, Reference Request</li> <li>• Transfer Request (TR); Legal Transfer Instrument (LTI); SF 258, Agreement to Transfer Records to the National Archives of the United States</li> </ul> <p><b>Exclusion:</b> This schedule item covers copies of the records schedule, transfer request, legal transfer instrument, and similar forms maintained by agencies—not the copies maintained by NARA.</p>	<b>TEMPORARY: Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.</b>	DAA-GRS-2013-0002-0007
5000-106	GRS 4.1 030 - Vital or Essential Records Program Records	<p>Records involved in planning, operating, and managing the agency's vital or essential records program. Includes:</p> <ul style="list-style-type: none"> <li>• vital records inventories</li> <li>• vital records cycling plans</li> <li>• results of tests, surveys, or evaluations</li> <li>• reports of corrective action taken in response to agency vital records test</li> </ul>	<b>TEMPORARY: Destroy 3 years after project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.</b>	DAA-GRS-2013-0002-0008



SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-107	GRS 4.1 040 - Forms Management Records	Records involved with ensuring use of standard Federal and agency forms to support effective record-keeping and ensuring that Federal standard forms are available and used as appropriate to support Federal record-keeping requirements. Includes: <ul style="list-style-type: none"> <li>• registers or databases used to record and control the numbers and other identifying data assigned to each form</li> <li>• official case files consisting of the record copy of each agency-originated form with related instructions and documentation showing inception, scope, and purpose of the form</li> <li>• background materials and specifications</li> </ul>	TEMPORARY: Destroy 6 years after form is canceled, but longer retention is authorized if needed for business use.	DAA-GRS-2013-0002-0009
5000-108	GRS 4.2 001 - FOIA, Privacy Act, and classified documents administrative records:	Records on managing information access and protection activities. Records include: <ul style="list-style-type: none"> <li>• correspondence related to routine implementation of the FOIA and Privacy Act and administration of security classification</li> <li>• associated subject files</li> <li>• feeder and statistical reports</li> </ul> <b>Exclusion:</b> This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for FOIA, Privacy Act, and classified documents. These records must be scheduled by the agency on an agency-specific schedule.	TEMPORARY: Destroy when 3 years old, but longer retention is authorized if needed for business use.	DAA-GRS-2019-0001-0001
5000-109	GRS 4.2 010 - General Information Request Files	Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.	TEMPORARY: Destroy when 90 days old, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0001

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-110	GRS 4.2 020 - Access and Disclosure Request Files	<p>Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by:</p> <ul style="list-style-type: none"> <li>• granting the request in full</li> <li>• granting the request in part</li> <li>• denying the request for any reason including: <ul style="list-style-type: none"> <li>o inability to fulfill request because records do not exist</li> <li>o inability to fulfill request because request inadequately describes records</li> <li>o inability to fulfill request because search or reproduction fees are not paid</li> </ul> </li> <li>• final adjudication on appeal to any of the above original settlements</li> <li>• final agency action in response to court remand on appeal</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>• requests (either first-party or third-party)</li> <li>• replies</li> <li>• copies of requested records</li> <li>• administrative appeals</li> <li>• related supporting documents (such as sanitizing instructions)</li> </ul> <p><b>Note 1:</b> Record copies of requested records remain covered by their original disposal authority, but if disposable sooner than their associated access/disclosure case file, may be retained under this item for disposition with that case file.</p> <p><b>Note 2:</b> Agencies may wish to retain redacted copies of requested records for business use after the rest of the associated request case file is destroyed.</p>	<p><b>TEMPORARY: Destroy 7 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.</b></p>	DAA-GRS-2016-0002-0001
5000-111	GRS 4.2 030 - Records tracking and controlling access to protected information.	<p>Includes:</p> <ul style="list-style-type: none"> <li>• records documenting receipt, internal routing, dispatch, or destruction of classified and controlled unclassified records</li> <li>• tracking databases and other records used to manage overall access program</li> <li>• requests and authorizations for individuals to have access to classified and controlled unclassified records and information</li> </ul> <p><b>Note:</b> Records documenting individuals' security clearances are covered under GRS 5.6, items 180 and 181.</p>	<p><b>TEMPORARY: Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified, decontrolled, or destroyed; or when an individual's authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.</b></p>	DAA-2019-0001-0002
5000-112	GRS 4.2 031 - Information Access and Protection Program Operational Records, Access Control Records	<p>Includes:</p> <ul style="list-style-type: none"> <li>• safe and padlock combinations</li> <li>• names or other personal identifiers of individuals who know combinations</li> <li>• comparable data used to control access into classified document containers</li> </ul>	<p><b>TEMPORARY: Destroy when superseded or obsolete, but longer retention is authorized if required for business use.</b></p>	DAA-GRS-2013-0007-0020

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-113	<b>GRS 4.2 032 - Information Access and Protection Program Operational Records, Records Relating to Classified or Controlled Unclassified Document Containers</b>	Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security, such as SF-701 and SF-702. Note: Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation.	<b>TEMPORARY: Destroy 90 days after last entry on form, but longer retention is authorized if required for business use.</b>	<b>DAA-GRS-2016-0002-0003</b>
5000-114	<b>GRS 4.2 040 - Records of accounting for and controlling access to records requested under FOIA, PA, and MDR</b>	Records documenting identity of, and internal routing, control points, and accountability for information to which access has been requested. Includes: <ul style="list-style-type: none"> <li>• forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request</li> <li>• inventories</li> <li>• forms accompanying documents to ensure continuing control, showing names of people handling the documents, inter-office routing, and comparable data</li> <li>• agent and researcher files</li> </ul>	<b>TEMPORARY: Destroy 5 years after date of last entry or final action by agency, as appropriate, but longer retention is authorized if required for business use.</b>	<b>DAA-GRS-2019-0001-0003</b>
5000-115	<b>GRS 4.2 050 - Privacy Act Accounting of Disclosure Files</b>	Files maintained under the provisions of 5 U.S.C. §552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency. Includes: <ul style="list-style-type: none"> <li>• forms with the subject individual's name</li> <li>• records of the requester's name and address</li> <li>• explanations of the purpose for the request</li> <li>• date of disclosure</li> <li>• proof of subject individual's consent</li> </ul>	<b>TEMPORARY: Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.</b>	<b>NC1-64-77-1 item 27</b>
5000-116	<b>GRS 4.2 060 - Erroneous Release Records, Records filed with the record-keeping copy of the erroneously released records</b>	Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. <b>Records filed with the record-keeping copy of the erroneously released records.</b> Includes: <ul style="list-style-type: none"> <li>• requests for information</li> <li>• copies of replies</li> <li>• all related supporting documents</li> </ul> May include: <ul style="list-style-type: none"> <li>• official copy of records requested or copies</li> </ul>	<b>TEMPORARY: Follow the disposition instructions approved for the released record copy or destroy 6 years after the erroneous release, whichever is later.</b>	<b>DAA-GRS-2015-0002-0001</b>

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-117	<b>GRS 4.2 061 - Erroneous Release Records, Records filed separately from the record-keeping copy of the released records</b>	Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. <b>Records filed separately from the record-keeping copy of the released records.</b> Includes: <ul style="list-style-type: none"> <li>• requests for information</li> <li>• copies of replies</li> <li>• all related supporting documents</li> </ul> May include: <ul style="list-style-type: none"> <li>• official copy of records requested or copies</li> </ul>	<b>TEMPORARY: Destroy 6 years after the erroneous release, but longer retention is authorized if required for business use.</b>	<b>DAA-GRS-2013-0002-0002</b>
5000-118	<b>GRS 4.2 070 - Agency Reports to the Congress, Department of Justice, or Other Entities Regarding FOIA, MDR, PA, and Similar Access and Disclosure Programs</b>	Agency Reports to the Congress, Department of Justice, or Other Entities Regarding FOIA, MDR, PA, and Similar Access and Disclosure Programs  <b>Note:</b> This item does not apply to summary reports incorporating government-wide statistics. These must be scheduled separately by the summarizing agent.	<b>TEMPORARY: Destroy 2 years after date of report, but longer retention is authorized if required for business use.</b>	<b>DAA-GRS-2013-0007-0006</b>
5000-119	<b>GRS 4.2 080 - Legal and Regulatory Compliance Reporting Records</b>	Annual reports by agency CIO, Inspector General, or Senior Agency Official for Privacy.	<b>TEMPORARY: Destroy 5 years after submission of report, but longer retention is authorized if required for business use.</b>	<b>DAA-GRS-2013-0007-0022</b>
5000-120	<b>GRS 4.2 090 - Privacy Act Amendment Request Files</b>	Files relating to an individual's request to amend a record pertaining to that individual under 5 U.S.C. §552a(d)(2), to the individual's request for review of an agency's refusal to amend a record under 5 U.S.C. §552a(d)(3), and to any civil action or appeal brought by the individual against the refusing agency under 5 U.S.C. §552a(g). Includes: <ul style="list-style-type: none"> <li>• requests to amend and to review refusal to amend</li> <li>• copies of agency's replies</li> <li>• statement of disagreement</li> <li>• agency justification for refusal to amend a record</li> <li>• appeals</li> <li>• related materials</li> </ul>	<b>TEMPORARY: Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later. Longer retention is authorized if required for business use.</b>	<b>DAA-GRS-2013-0007-0007</b>
5000-121	<b>GRS 4.2 100 - Automatic and Systematic Declassification Review Program Records</b>	Files related to the review of permanent records in anticipation of automatic declassification at 25, 50, or 75 years per Executive Order 13526, and the periodic review of records exempted from automatic declassification. Files include program records documenting declassification decisions.	<b>TEMPORARY: Destroy or delete 30 years after completion of review, but longer retention is authorized if required for business use.</b>	<b>DAA-GRS-2013-0007-0008</b>

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-122	GRS 4.2 110 - Fundamental Classification Guidance Review Files	Reports, significant correspondence, drafts, received comments, and related materials responding to "fundamental classification guidance review" as required by Executive Order 13526 Section 1.9. <b>Note:</b> This item does not cover reports and correspondence received at the Information Security Oversight Office (ISOO).	TEMPORARY: Destroy 5 years after report is submitted to ISOO, but longer retention is authorized if required for business use.	DAA-GRS-2013-0007-0011
5000-123	GRS 4.2 121 - Classified Information Nondisclosure Agreements, Maintained Separately from OPF	Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by executive orders governing security classification.  <b>Maintained separately from the individual's official personnel folder.</b>  Legal citations: ICD 703, Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii).	TEMPORARY: Destroy when 50 years old.	DAA-GRS-2015-0002-0003
5000-124	GRS 4.2 130 - Personally Identifiable Information Extracts	System-generated or hardcopy print-outs generated for business purposes that contain Personally Identifiable Information.	TEMPORARY: Destroy when 90 days old or no longer needed pursuant to supervisory authorization, whichever is appropriate.	DAA-GRS-2013-0007-0012
5000-125	GRS 4.2 140 - Personally Identifiable Information Extract Logs	Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date.	TEMPORARY: Destroy when business use ceases.	DAA-GRS-2013-0007-0013
5000-126	GRS 4.2 150 - Privacy Act System of Records Notices (SORNs):	Agency copy of notices about the existence and character of systems of records, documenting publication in the Federal Register when the agency establishes or revises the system, per the Privacy Act of 1974 [5 U.S.C. 552a(e)(4) and 5 U.S.C. 552a(e)(11)], as amended. Also significant material documenting SORN formulation, other than Privacy Impact Assessment records (see item 161).	TEMPORARY: Destroy 2 years after supersession by a revised SORN or after system ceases operation, but longer retention is authorized if required for business use.	DAA-GRS-2016-0003-0002

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-127	<b>GRS 4.2 160 - Records analyzing Personally Identifiable Information (PII), Records of Privacy Threshold Analyses (PTAs) and Initial Privacy Assessments (IPAs):</b>	Records documenting whether certain privacy and data security laws, regulations, and agency policies are required; how the agency collects, uses, shares, and maintains PII; and incorporation of privacy protections into records systems as required by the E-Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations, and agency policies. Includes significant background material documenting formulation of final products.  Records of Privacy Threshold Analyses (PTAs) and Initial Privacy Assessments (IPAs). Records of research on whether an agency should conduct a Privacy Impact Assessment (PIA).	<b>TEMPORARY: Destroy 3 years after associated PIA is published or determination that PIA is unnecessary, but longer retention is authorized if required for business use.</b>	<b>DAA-GRS-2016-0003-0003</b>
5000-128	<b>GRS 4.2 161 - Records analyzing Personally Identifiable Information (PII), Records of Privacy Impact Assessments (PIAs):</b>	Records documenting whether certain privacy and data security laws, regulations, and agency policies are required; how the agency collects, uses, shares, and maintains PII; and incorporation of privacy protections into records systems as required by the E-Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations, and agency policies. Includes significant background material documenting formulation of final products.  Records of Privacy Impact Assessments (PIAs).	<b>TEMPORARY: Destroy 3 years after a superseding PIA is published, after system ceases operation, or (if PIA concerns a website) after website is no longer available to the public, as appropriate. Longer retention is authorized if required for business use.</b>	<b>DAA-GRS-2016-0003-0004</b>
5000-129	<b>GRS 4.2 170 - Computer Matching Program Notices and Agreements:</b>	Agency copy of notices of intent to share data in systems of records with other Federal, state, or local government agencies via computer matching programs, and related records documenting publication of notice in the Federal Register per the Privacy Act of 1974 [5 U.S.C. 552a(e)(12)], as amended. Also agreements between agencies, commonly referred to as Computer Matching Agreements, prepared in accordance with Office of Management and Budget Final Guidance. Includes documentation of Data Integrity Board (DIB) review and approval of matching programs and agreements, and significant background material documenting formulation of notices and agreements.	<b>TEMPORARY: Destroy upon supersession by a revised notice or agreement, or 2 years after matching program ceases operation, but longer retention is authorized if required for business use.</b>	<b>DAA-GRS-2016-0003-0005</b>

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-130	GRS 4.2 180 -Virtual public access library records:	<p>Records published by an agency on line to fulfill the requirement in 5 U.S.C. 552(a)(2)(A) through 5 U.S.C. 552(a)(2)(D) and 5 U.S.C. 552(g)(1) through 5 U.S.C. 552(g)(3) that agencies must make those records available for public inspection and copying. Includes:</p> <ul style="list-style-type: none"> <li>• final concurring and dissenting opinions and orders agencies issue when adjudicating cases</li> <li>• statements of policy and interpretations the agency adopts but does not publish in the Federal Register</li> <li>• administrative staff manuals and instructions to staff that affect a member of the public</li> <li>• copies of records requested under the Freedom of Information Act (FOIA) which, because of the nature of their subject matter, the agency determines are, or are likely to become, the subject of subsequent requests for substantially the same records or which have been requested three or more times</li> <li>• indexes of agency major information systems</li> <li>• descriptions of agency major information and record locator systems</li> <li>• handbooks for obtaining various types and categories of agency public information</li> </ul> <p><b>Exclusion:</b> This item refers only to copies an agency publishes on line for public reference. The agency record copy of such material may be of permanent value and the agency must schedule it. Not media neutral. Applies to electronic records only.</p>	<b>TEMPORARY: Destroy when no longer needed.</b>	DAA-GRS-2016-0008-0001

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-131	GRS 5.2 020 - Intermediary records:	<p>Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record. To qualify as an intermediary record, the record must also not be required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include:</p> <ul style="list-style-type: none"> <li>• non-substantive working files: collected and created materials not coordinated or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference, or consultation, and associated transmittals, notes, reference, and background materials.</li> <li>• audio and video recordings of meetings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created)</li> <li>• dictation recordings</li> <li>• input or source records, which agencies create in the routine process of creating, maintaining, updating, or using electronic information systems and which have no value beyond the input or output transaction: <ul style="list-style-type: none"> <li>o hardcopy input source documents where all information on the document is incorporated in an electronic system (See Exclusion 1 and Note 1)</li> <li>o electronic input source records such as transaction files or intermediate input/output files</li> </ul> </li> <li>• ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report</li> <li>• data files output from electronic systems, created for the purpose of information sharing or reference (see Exclusion 2)</li> </ul> <p><b>Exclusion 1:</b> This item does not allow destruction of original hardcopy still pictures, graphic materials or posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings once they are digitized. Agencies must follow agency-specific schedules for these records. If the records are unscheduled, the agency must submit a schedule for them.</p> <p><b>Exclusion 2:</b> This item does not include the following data output files (agencies must follow agency-specific schedules for these records, except for the final bullet, which the GRS covers in another schedule):</p> <ul style="list-style-type: none"> <li>• files created only for public access purposes</li> <li>• summarized information from unscheduled electronic records or inaccessible permanent records</li> <li>• data extracts produced by a process that results in the content of the file being significantly different from the source records. In other words, the process effectively creates a new database file significantly different from the original</li> <li>• data extracts containing Personally Identifiable Information (PII). Such records require additional tracking and fall under GRS 4.2, item 130 (DAA-GRS-2013-0007-0012)</li> </ul> <p><b>Note 1:</b> An agency must submit a notification to NARA per 36 CFR 1225.24(a)(1) prior to destroying hardcopy input records previously scheduled as permanent. An agency must schedule the electronic version of unscheduled hardcopy input records prior to destroying the input record.</p> <p>Legal citations: 36 CFR 1225.22 (h)(2); 36 CFR 1225.24 (a)(1)</p>	<b>TEMPORARY: Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.</b>	DAA-GRS-2017-0003-0002



SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-133	GRS 5.1 020 - Non-Recordkeeping Copies of Electronic Records:	<p>Non-recordkeeping copies of electronic records maintained in email systems, computer hard drives or networks, web servers, or other location after the recordkeeping copy has been copied to a recordkeeping system or otherwise preserved. This includes:</p> <ul style="list-style-type: none"> <li>• documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings or presentations created on office applications, including Portable Document Format (PDF) or its equivalent</li> <li>• senders' and recipients' versions of electronic mail messages that meet the definition of Federal records and any related attachments after they have been copied to an recordkeeping system or otherwise preserved</li> <li>• electronic spreadsheets</li> <li>• digital video or audio files</li> <li>• digital maps or architectural drawings</li> <li>• copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves</li> </ul> <p><b>Note 1:</b> Not all copies are non-record. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action they are a federal record. The records described here are records, but not recordkeeping copies of those records.</p> <p><b>Note 2:</b> For electronic mail records the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.</p> <p><b>Not media neutral. Applies to electronic records only.</b></p>	<p><b>TEMPORARY: Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.</b></p>	DAA-GRS-2016-0016-0002
5000-134	GRS 4.4 010 - Library administrative records:	<p>Records documenting a library's planning and management. Records may document library policies, procedures, and statistics. Includes records such as:</p> <ul style="list-style-type: none"> <li>• strategic plans, project plans</li> <li>• policies and procedures for developing collections, acquisitions, patron privacy, loans, and restricting library material</li> <li>• promotional material describing library services and resources</li> <li>• correspondence and records on library staffing and relations with other libraries</li> <li>• quick guides to library databases and resources , topical or customized reading lists, and bibliographies</li> </ul> <p><b>Note:</b> For records on purchasing licenses, subscriptions, vendor services, or interagency agreements, see GRS 1.1, Financial Management and Reporting Records.</p>	<p><b>TEMPORARY: Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable. Longer retention is authorized for business use.</b></p>	DAA-GRS-2015-0003-0001
5000-135	GRS 4.4 020 - Library operations records:	<p>Records documenting the daily activities of running a library. Includes:</p> <ul style="list-style-type: none"> <li>• reference inquiries and responses</li> <li>• correspondence and records about normal cataloging, circulation, and document delivery activities</li> <li>• visitor logs, sign-in sheets, computer sign-up sheets, and equipment or facility registration forms</li> <li>• photocopying and digitization requests</li> </ul>	<p><b>TEMPORARY: Destroy when business use ceases.</b></p>	DAA-GRS-2015-0003-0002

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-136	GRS 4.4 030 - Inter Library-Loan (ILL) requests:	Inter Library-Loan (ILL) requests.	TEMPORARY: Destroy 5 years after completing the transaction.	DAA-GRS-2015-0003-0003
5000-137	GRS 5.3 010 - Continuity planning and related emergency planning files	<p>Records may include:</p> <ul style="list-style-type: none"> <li>• records on continuity and emergency planning administrative and operational activities: <ul style="list-style-type: none"> <li>o briefing materials and presentations</li> <li>o status reports</li> <li>o informational papers</li> <li>o files documenting policy or plan development, including policy studies</li> <li>o procedures, operational manuals, and related development records</li> <li>o implementation guidance</li> <li>o related correspondence</li> <li>o Memorandum (s) of Understanding</li> <li>o Delegations of Authority/Orders of Succession</li> </ul> </li> <li>• continuity plans or directives and supporting documentation, including but not limited to: <ul style="list-style-type: none"> <li>o Continuity of Operations (COOP) plans</li> <li>o Devolution Plans o Occupant Emergency Plans (OEP)</li> <li>o Emergency Action Plans (EAP)</li> <li>o Facility Emergency Action Plans (FEAPS)o Records Emergency Plans (REMT)</li> <li>o Disaster Recovery Plans (DRP)</li> <li>o Pandemic Influenza Plans</li> </ul> </li> <li>• records on continuity or emergency tests or exercises, such as: <ul style="list-style-type: none"> <li>o instructions to members participating in tests</li> <li>o staffing assignments o records of tests of communications and facilities</li> </ul> </li> <li>• evaluative reports on continuity or emergency tests or exercises, such as: <ul style="list-style-type: none"> <li>o result reports o readiness reports o risk and vulnerability assessments</li> <li>o site evaluations and inspections o corrective action plans</li> <li>o after action reports/improvement plans</li> </ul> </li> </ul> <p><b>Note 1:</b> Continuity or emergency plans that are acted upon in the event of a national emergency may be of permanent value. If an agency has such records that document response to significant events, it may submit a records schedule for NARA review. If an agency believes its continuity records generally warrant permanent retention, it must submit a records schedule to NARA to cover these records.</p> <p><b>Note 2:</b> Records on employee training for COOP are scheduled in GRS 2.6. Records on essential records management are scheduled in GRS 4.1.</p> <p><b>Exclusion 1:</b> This item does not include incident response records. These records may be of permanent value and should be scheduled by an agency-specific records schedule approved by NARA.</p> <p><b>Exclusion 2:</b> This item does not include high-level Government-wide Continuity of Government (COG) records, although it can cover agency specific COG records. Exclusion 3: This item does not include the records of high-level officials (Capstone officials) as defined in GRS 6.1, item 010, or emergency plans that are part of a series of directives. Emergency plans issued as directives should be disposed of according to the disposition authority for agency directives.</p>	TEMPORARY: Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.	DAA-GRS-2016-0004-0001

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-138	GRS 5.3 020 - Employee emergency contact information	Records used to account for and maintain communication with personnel during emergencies, office dismissal, and closure situations. Records include name and emergency contact information such as phone numbers or addresses. Records may also include other information on employees such as responsibilities assigned to the individual during an emergency situation. Exclusion: This item does not include employee directories that contain information about where employees are located in facilities and work phone numbers.	TEMPORARY: Destroy when superseded or obsolete, or upon separation or transfer of employee.	DAA-GRS-2016-0004-0002
5000-139	GRS 5.5. 010 - Mail, printing, and telecommunication services administrative and operational records:	<p>Records of internal mail room, printing/duplication services, and radio/telecommunication services administration and operation. Includes:</p> <ul style="list-style-type: none"> <li>• agreements and related background data and other records regarding mail, printing, telecommunication, and radio services, the agency retains for administrative (not fiscal) use</li> <li>• records that document acquiring, installing, changing, removing, and servicing mail, printing, telecommunication, and radio service equipment</li> <li>• telephone and mobile device use records with details on call origin/destination, date, time, duration, downloads, messaging, cost, and other data</li> <li>• records documenting allocation, distribution, and use of telephone calling cards</li> <li>• statistical reports on mail and package shipment volume and costs</li> <li>• related correspondence</li> </ul> <p><b>Exclusion:</b> Agreements used to support payment vouchers (GRS 1.1, item 010 covers these)</p>	Temporary: Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use.	DAA-GRS-2016-0012-0001

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-140	GRS 5.5 020 - Mail, printing, and telecommunication services control records:	<p>Records of general day-to-day communication service administration and specific transmission tracking. Includes:</p> <ul style="list-style-type: none"> <li>• records that track shipment, routing, registration, certification, declared value, insurance, and receipt of incoming and outgoing mail, including overnight, express, special delivery, and specially tracked packages</li> <li>• messenger and courier service logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records documenting messenger and courier service activity</li> <li>• reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper mail treatment</li> <li>• records that document requisitioning and receiving stamps and postage meter balances</li> <li>• documentation and tracking to intended destination of valuables (e.g. checks, cash, stamps, money orders, etc.) the agency receives by mail or private delivery/messenger</li> <li>• staff and office directories the agency uses to ensure correct mail and package delivery</li> <li>• printing requisitions, work orders, samples, manuscript clearances, and related documents</li> <li>• mailing and contact lists a mailroom or similar office manages</li> <li>• telephone message registers and logs</li> </ul> <p><b>Exclusion 1:</b> United States Postal Service records tracking shipment, etc. (first bullet) and reports of loss, etc. (third bullet). USPS must schedule these separately.</p> <p><b>Exclusion 2:</b> Requisitions used to support payment vouchers (GRS 1.1, item 010 covers these)</p> <p><b>Exclusion 3:</b> Mailing lists for public distribution of material (GRS 6.5, item 020 covers these)</p>	<p><b>TEMPORARY: Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.</b></p>	DAA-GRS-2016-0012-0002
5000-141	GRS 5.5 030 - Metered mail records:	<p>Official metered mail reports such as GSA-1390A, "Quarterly Postage Mail Report / Record of Accountable Metered Mail Report," and all related papers</p>	<p><b>TEMPORARY: Destroy when 6 years old, but longer retention is authorized if required for business use.</b></p>	DAA-GRS-2016-0012-0003
5000-142	GRS 5.5 040 - Lost, destroyed, or damaged shipment records:	<p>Records documenting shipment of valuables under the Government Losses in Shipment Act, including consignee and carrier identification; shipment description; value or replacement value declaration, and registry or lock number; date and time of delivery; registry and carrier receipts; shipment notice; shipment inspection; report of loss, destruction, or damage; and claim for replacement.</p>	<p><b>TEMPORARY: Destroy when 6 years old, but longer retention is authorized if required for business use.</b></p>	DAA-GRS-2016-0012-0004

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-143	GRS 6.2 010 - Federal Advisory Committee Records, Substantive Committee Records (Non-Grant Review Committees):	<p>Records documenting the establishment and formation of committees and their significant actions and decisions. Refer to agency administrative procedures to ascertain if these records are held by the CMO, GFO, or DFO. Only one copy of each record is considered permanent. Not all records described below are necessarily created for all committees. Records may include:</p> <ul style="list-style-type: none"> <li>• records related to the establishment of the committee: <ul style="list-style-type: none"> <li>o charters (original, renewal, re-establishment, and amended) o enacting legislation</li> <li>o explanation of committee need, when required o filing letters to Congress</li> <li>o organization charts o committee specific bylaws, standard operating procedures, or guidelines</li> <li>o any other materials that document the organization and functions of the committee and its components</li> </ul> </li> <li>• records related to committee membership: <ul style="list-style-type: none"> <li>o memos or similar documentation of how and/or why individual members were selected o membership balance plans o membership rosters o appointment letters, and all sub-categories of appointment letters, such as renewals, thank you letters, etc. o Resignation or termination letters</li> </ul> </li> <li>• records of committee meetings and hearings: <ul style="list-style-type: none"> <li>o agency head's determination that a meeting or portion of a meeting may be closed to the public o agendas o materials presented to or prepared by or for the committee, such as briefing books, background materials, reports (including drafts), and presentations o meeting minutes o public comments o testimony received during hearings o transcripts of meetings and hearings (<b>NOTE:</b> If transcripts do not exist, audio/visual recordings are permanent under item 020)</li> </ul> </li> <li>• records related to committee findings and recommendations: <ul style="list-style-type: none"> <li>o one copy each of final reports, memoranda, letters to agency, studies, and pamphlets produced by or for the committee o responses from agency to committee regarding recommendations o committee presentations or briefings of findings</li> </ul> </li> <li>• records created by committee members: <ul style="list-style-type: none"> <li>o correspondence documenting discussions, decisions, or actions related to the work of the committee (excluding administrative or logistical matters), including electronic mail, exchanged between one or more committee members and/or agency committee staff (such as the Designated Federal Officer)</li> </ul> </li> </ul>	<b>PERMANENT: Transfer when records are 15 years old or upon termination of committee, whichever is sooner.</b>	DAA-GRS-2015-0001-0001

SSIC/No.	Series Title	Description of Records	Disposition	DAU
		<ul style="list-style-type: none"> <li>• records related to research collected or created by the committee:               <ul style="list-style-type: none"> <li>o records relating to research studies and other projects, including unpublished studies, reports, and research materials (may include electronic data) o raw data files created in connection with research studies and other projects where the information has been consolidated or aggregated for analyses, reports, or studies</li> </ul> </li> <li>• documentation of advisory committee subcommittees (i.e., working groups, or other subgroups):               <ul style="list-style-type: none"> <li>o records relating to the formation of the subcommittee or working group, if they exist</li> </ul> </li> </ul> <p>+ decision documents + membership + statement of purpose or other documentation of duties and responsibilities</p> <p>o records that document the activities of subcommittees that support their reports and recommendations to the chartered or parent committee. This documentation may include, but is not limited to: + meeting minutes + transcripts + reports</p> <p>+ briefing materials + substantive correspondence, including electronic mail, exchanged between one or more subcommittee members, any other party that involves the work of the subcommittee, and/or agency committee staff (such as the Designated Federal Officer) + background materials</p> <ul style="list-style-type: none"> <li>• records related to committee termination (i.e., email, letter, memo, etc.).</li> <li>• other records documenting decisions, discussions, or actions related to the work of a committee, including information on committee websites not captured elsewhere in committee records.</li> </ul> <p><b>Exclusion:</b> This item does not include records of committees whose sole purpose is grant review. See item 030 for these records.</p> <p><b>Note:</b> Sponsoring agencies need to designate the recordkeeping copy of permanent committee records. Only one copy of the records should be the official recordkeeping copy that is transferred to NARA. Committee records should be arranged by committee, not by the type of record (e.g. NARA should not receive a collection of charters for multiple committees; original charters should be transferred with the other permanent records related to the committee, regardless of where they are maintained).</p>		
5000-144	GRS 6.2 020 - Federal Advisory Committees, Substantive Audiovisual Records (Non-Grant Review Committees):	<p>Exclusion: This item does not include records of committees whose sole purpose is grant review. See item 030 for these records.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• audiotapes, videotapes, and/or other recordings of meetings and hearings not fully transcribed</li> <li>• captioned formal and informal analog or digital photographs, and any related finding aids, of committee members and staff, meetings, or hearings</li> <li>• posters (2 copies) produced by or for the committee</li> </ul>	<b>PERMANENT: Transfer when records are 3 years old or upon termination of committee, whichever is sooner.</b>	DAA-GRS-2015-0001-0002
5000-145	GRS 6.2 030 - Federal Advisory Committees, Grant Review Committee Records:	<p>Committee establishment, membership, and meeting records related to FACA committees whose only activity is review of grant proposals. (See item 010 for further definition of committee records.) This also includes digital and analog recordings of meetings, photographs, posters and other audiovisual materials.</p> <p><b>Note:</b> If the committee performs additional functions or activities other than review for grants, it should apply the items for all other FACA committee records.</p>	<b>TEMPORARY: Destroy upon termination of committee.</b>	DAA-GRS-2015-0001-0003

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-146	GRS 6.2 040 - Federal Advisory Committees, Committee Accountability Records:	<p>Records that document financial and ethics accountability, such as records documenting financial expenditures associated with the functioning of the committee and financial disclosure and conflict of interest documents. Records include:</p> <ul style="list-style-type: none"> <li>• travel costs</li> <li>• committee member payments</li> <li>• meeting room costs</li> <li>• contractor costs</li> <li>• Federal Register notice costs</li> </ul> <p><b>Exclusion:</b> Forms filed under the Ethics in Government Act (see note).  <b>Note:</b> Forms filed under the Ethics in Government Act are scheduled in GRS 2.8, Employee Ethics Records. These forms may apply to committee members designated as special Government employees (SGEs).</p>	<b>TEMPORARY: Destroy when 6 years old. Longer retention is authorized if required for business use.</b>	DAA-GRS-2015-0001-0004

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-147	GRS 6.2 050 - Federal Advisory Committees, Non-substantive Committee Records:	<p>Records related to specific committees that are of an administrative nature or are duplicative of information maintained elsewhere.</p> <ul style="list-style-type: none"> <li>• drafts and copies of Federal Register notices</li> <li>• audiotapes and videotapes of committee meetings and hearings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created)</li> <li>• photographs of committee social functions, routine award events, and other non-mission-related activities</li> <li>• records relating to logistical or administrative aspects of committee meetings and activities such as meeting location and access, phone line or internet connections, IT support concerns, etc.</li> <li>• routine correspondence: <ul style="list-style-type: none"> <li>o correspondence (including intra-agency, with committee members, or the public) regarding logistics (e.g., agenda planning, meeting arrangements, administrative issues) o public requests for information</li> </ul> </li> <li>• Non-substantive committee membership records, including: <ul style="list-style-type: none"> <li>o Resumes, curriculum vitae, or biographical information for individuals who are considered or nominated for a committee but are never appointed or invited to serve on a committee</li> <li>o Member credentials (resumes or biographies) o Member files (personnel-type records)</li> </ul> </li> <li>• Non-substantive web content</li> </ul> <p><b>Note 1:</b> Consult with the appropriate agency staff (i.e., records officials, general counsel) to ensure the records designated in this category are accurately designated as administrative.</p> <p><b>Note 2:</b> Records on agency websites that are duplicative of records maintained elsewhere and that are not designated as the recordkeeping copy may be destroyed subject to GRS 4.3, item 040.</p>	<p><b>TEMPORARY: Destroy when superseded, obsolete, no longer needed, or upon termination of the committee, whichever is sooner.</b></p>	DAA-GRS-2015-0001-0005



SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-148	GRS 6.2 060 - Federal Advisory Committees, Committee Management Records:	<p>Records created and/or maintained by Committee Management Officers (CMOs) and their staff related to the overall management of committees for an agency. These records may pertain to specific committees or to the committee management function in general.</p> <p>Records include:</p> <ul style="list-style-type: none"> <li>• agency guidelines</li> <li>• correspondence</li> <li>• requests for approval of committee nominees</li> <li>• copies of records about committees maintained for reporting purposes, such as: <ul style="list-style-type: none"> <li>o information provided to GSA Secretariat for annual comprehensive reviews</li> <li>o statistical data files and reports</li> <li>o annual reports to the Library of Congress describing the agency's compliance with the Government in the Sunshine Act</li> <li>o financial operating plans and final cost accountings</li> </ul> </li> </ul> <p><b>Note:</b> This item does not apply to the reporting database or records maintained by the General Services Administration (GSA) Committee Management Secretariat for oversight purposes.</p>	<p><b>TEMPORARY: Destroy when 3 years old, 3 years after submission of report, or 3 years after superseded or obsolete, as appropriate. Longer retention is authorized if required for business use.</b></p>	DAA-GRS-2015-0001-0006
5000-149	GRS 6.4 030 - Public Affairs Product Production Files:	<p>Records related to developing speeches, publications, educational materials, audiovisual materials including posters, public conferences and other public outreach materials, including but not limited to:</p> <ul style="list-style-type: none"> <li>• news clippings</li> <li>• marketing research</li> <li>• copies of records used for reference in preparing products</li> <li>• research notes</li> <li>• printers galleys</li> <li>• drafts and working copies (see Exclusion 3)</li> <li>• preparatory or preliminary artwork or graphics</li> <li>• bibliographies, checklists, and indexes of agency publications and releases (see Exclusion 4)</li> <li>• clearances related to release of products (see Exclusion 5 and 6)</li> </ul> <p><b>Note:</b> Now-obsolete forms of printing production materials (e.g., line and halftone negatives, screened paper prints, and offset lithographic plates), line copies of graphs and charts, as well as cartographic records prepared during Intermediate stages of publication that may be found in older project files are temporary under this item.</p>	<p><b>TEMPORARY: Destroy when no longer needed for business use.</b></p>	DAA-GRS-2016-0005-0003

SSIC/No.	Series Title	Description of Records	Disposition	DAU
		<p><b>Exclusion 1:</b> Final products such as speeches, publications, educational materials, agency histories, mission-related audiovisual materials including posters, conference and public outreach materials. The agency must schedule these records on an agency-specific schedule.</p> <p><b>Exclusion 2:</b> This item does not include unique collections of records or original materials (such as interviews or oral histories) the agency assembles for research or final product development purposes. These records may have permanent value and the agency should schedule them on an agency-specific schedule.</p> <p><b>Exclusion 3:</b> This item does not include working papers or files that propose and evaluate options or alternatives and their implications in the development of high-level policies and decisions or that document findings or support recommendations.</p> <p><b>Exclusion 4:</b> This item does not include bibliographies, checklists or indexes relating to records scheduled as permanent, such as permanent publications.</p> <p><b>Exclusion 5:</b> Records relating to obtaining approval or clearance for releasing information from other agencies or outside organizations, such as foreign governments, must be scheduled on an agency specific schedule.</p> <p><b>Exclusion 6:</b> This item does not cover clearances for release of information related to declassification review.</p>		
5000-150	GRS 5.6 121 Personal Identification Credentials and Cards - CARDS	<p><b>Personal Identification Credentials and Cards.</b> Credential badges (such as smart cards) that are (1) based on the HSPD-12 standards for identification cards issued to Federal Employees, contractors, and affiliates, and (2) used to verify the identity of individuals seeking physical access to Federally controlled Government facilities, and logical access to Government information systems. Also referred to as Common Access Cards (CAC), Personal Identity Verification (PIV) cards, and Homeland Security Presidential Directive 12 (HSPD-12) credentials.</p> <p><b>Exclusion: Records of certain classes of Government employee identification cards, such as those covered under special-risk security provisions of 44 U.S.C. Section 3542, are covered by agency-specific schedules.</b></p> <p><b>Exclusion: Application and activation records are covered under 5000-97 GRS 5.6 120</b></p>	<b>TEMPORARY: Destroy after expiration, confiscation, or return.</b>	<b>DAA-GRS-2017-0006-0017</b>

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-151	Significant Still, Motion and/or Audio Recording - Combat Visual Information	<p>Visual information and associated hard copy or electronic finding aids and caption information recorded by DoD military, civilian or contract personnel, or acquired from non-DoD sources, that records/ documents the various types of events and activities that take place during combat operations, missions, and engagements with an enemy within a joint or non-joint (service specific) - Combatant Command and/or joint department - environment and/or terrorism attacks, events, or acts. Also included is the contextual VI documenting the pre- and post- operation efforts, activities, events, briefings, reports, and training that put the combat events into operational and historical perspective. Visual information may also include that which differs from the camera originals but that was released (i.e. masking/ redaction, cropping, etc.).</p> <p>Content may include but is not limited to:</p> <p>Category 1:</p> <ul style="list-style-type: none"> <li>• Organized by the name of the operation</li> <li>• Organized by Military Service, Office of the Secretary of Defense or Department</li> <li>• Organized by the following categories and their subject matter titles therein: <ul style="list-style-type: none"> <li>o Operation/Enemy Engagement o Pre-Operation o Post-Operation</li> </ul> </li> </ul> <p>Within each Operation/Enemy Engagement, Pre-Operation, Post-Operation are the following sub-categories but is not limited to:</p> <ul style="list-style-type: none"> <li>☐ Humanitarian Aid and Disaster Relief/Response (HADR)</li> <li>☐ Supplies ☐ Medical Aid ☐ Damage Assessment ☐ Reconstruction</li> <li>☐ Training ☐ Basic Training ☐ Classroom ☐ Career-field Specialty Training</li> <li>☐ General Readiness ☐ Weapons Training ☐ Exercises by name &amp; year</li> <li>☐ With Foreign military ☐ U.S. Services (individual or combined)</li> <li>☐ Health, Morale, Welfare, Recreation &amp; Community ☐ USO</li> <li>☐ Healthcare ☐ Religious Services ☐ Community Outreach</li> <li>☐ Women's Issues ☐ Government rebuilding/diplomacy</li> <li>☐ Ceremonies ☐ Funerals/memorials/dignified transfers</li> <li>☐ Repatriation of Remains ☐ Awards/promotions/graduations</li> </ul> <p>☐ Change of Command ☐ Inauguration ☐ Peacekeeping</p> <ul style="list-style-type: none"> <li>☐ Occupational Forces ☐ Relief Supplies ☐ Officials (imagery of)</li> <li>☐ President, Vice President, Secretaries of the U.S. Services and Departments, foreign dignitaries, etc.</li> <li>☐ History/documentation ☐ First-time events within DoD</li> <li>☐ Documentation of vehicles such as aircraft, vessels, etc., weapons, uniform changes, etc. ☐ Daily life and operations of the DoD ☐ Unique events</li> <li>☐ Military support to civil authorities (e.g. riots, natural disasters)</li> </ul> <p>Category 2:</p> <ul style="list-style-type: none"> <li>• Terrorism Attack Event Name - Organized within one of the following categories: <ul style="list-style-type: none"> <li>o Damage Assessment o Recovery/Reconstruction efforts o Security Response</li> <li>o Domestic o International o History/Documentation</li> </ul> </li> </ul> <p><b>NOTE:</b> combat visual information included within predominantly textual files such as reports, briefing documents, case files, evidentiary type files, investigative files, etc. should never be removed and should be scheduled in accordance with the disposition of the those files and reports.</p> <p><b>EXCLUSION:</b> Imagery or recording topics excluded from this schedule include weapon systems, cartography and other geodetic imagery, intelligence-related imagery and medical photography including X-rays, microfilm and microfiche. Media, content, organizational, equipment related exclusions are also found in DoDI 5040.02, along with the exceptions to the exclusions. NOTE: all exemptions are subject to this schedule should imagery become newsworthy, per DODI 5040.02.</p>	<p><b>PERMANENT:</b> DoD Components will transfer visual information to the Defense Imagery Management Operations Center (DIMOC) as soon as possible, but no later than one year from the date of creation. DIMOC will cut off the VI annually. For security-classified visual information or that which is covered by identifiable FOIA exemption restrictions, DIMOC will cut off such materials annually and confer with originating DoD offices as necessary. Transfer to the National Archives in five-year blocks immediately after the end of the last year of the block. For security-classified visual information or that which is covered by identifiable FOIA exemption restrictions, transfer to the National Archives in five year blocks two years after the end of the last year of the block.</p>	DAA-0330-2013-0014-0001

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-152	Significant Still, Motion and/or Audio Recording - Non-combat Visual Information	<p>Content may include but is not limited to:</p> <p>Category 1: Non-Combat Visual Information with an Operation Name &amp; Year</p> <ul style="list-style-type: none"> <li>Organized by the services/ departments/offices (Army, DLA, etc.)</li> <li>Humanitarian Aid and Disaster Relief/Response (HADR) <ul style="list-style-type: none"> <li>Supplies <ul style="list-style-type: none"> <li>Medical Aid</li> </ul> </li> <li>Damage Assessment <ul style="list-style-type: none"> <li>Reconstruction</li> </ul> </li> <li>Training <ul style="list-style-type: none"> <li>Basic Training</li> </ul> </li> <li>Classroom <ul style="list-style-type: none"> <li>Career-field Specialty Training</li> </ul> </li> <li>General Readiness <ul style="list-style-type: none"> <li>Weapons Training</li> </ul> </li> <li>Exercises by name &amp; year <ul style="list-style-type: none"> <li>With Foreign military</li> </ul> </li> <li>U.S. Services (individual or combined) <ul style="list-style-type: none"> <li>Health, Morale, Welfare, Recreation &amp; Community <ul style="list-style-type: none"> <li>USO <ul style="list-style-type: none"> <li>Healthcare</li> </ul> </li> <li>Religious Services <ul style="list-style-type: none"> <li>Community Outreach</li> </ul> </li> <li>Women's Issues <ul style="list-style-type: none"> <li>Government rebuilding/diplomacy</li> </ul> </li> <li>Ceremonies <ul style="list-style-type: none"> <li>Funerals/memorials/dignified transfers</li> </ul> </li> <li>Repatriation of Remains <ul style="list-style-type: none"> <li>Awards/promotions/graduations</li> </ul> </li> <li>Change of Command <ul style="list-style-type: none"> <li>Inauguration</li> </ul> </li> <li>Peacekeeping <ul style="list-style-type: none"> <li>Occupational Forces</li> </ul> </li> <li>Relief Supplies</li> </ul> </li> <li>Officials (imagery of): President, Vice President, Secretaries of the U.S. Services and Departments, foreign dignitaries, etc.</li> <li>History/documentation <ul style="list-style-type: none"> <li>First-time events within DoD</li> </ul> </li> <li>Documentation of vehicles such as aircraft, vessels, weapons, uniform changes, etc.</li> <li>Daily life &amp; operations of the DoD <ul style="list-style-type: none"> <li>Unique events</li> </ul> </li> <li>Military support-to civil authorities (e.g. riots, natural disasters)</li> </ul> <p>Content may include but is not limited to:</p> <p>Category 2: Non-Combat Visual Information without an Operation name</p> <ul style="list-style-type: none"> <li>Organized by the services/departments/offices (Army, DLA, etc.)</li> <li>Humanitarian Aid and Disaster Relief/Response (HADR) <ul style="list-style-type: none"> <li>Supplies <ul style="list-style-type: none"> <li>Medical Aid</li> </ul> </li> <li>Damage Assessment <ul style="list-style-type: none"> <li>Reconstruction</li> </ul> </li> <li>Training <ul style="list-style-type: none"> <li>Basic Training</li> </ul> </li> <li>Classroom <ul style="list-style-type: none"> <li>Career-field Specialty Training</li> </ul> </li> </ul> </li></ul></li></ul></li></ul>	PERMANENT: Transfer visual information to the DIMOC as soon as possible, but no later than one year from date of creation. DIMOC will cut off visual information annually. DIMOC will transfer to NARA in 5-year blocks immediately after the end of the last year of the block.	DAA-0330-2013-0014-0002

SSIC/No.	Series Title	Description of Records	Disposition	DAU
		<ul style="list-style-type: none"> <li>• General Readiness</li> <li>• Exercises by name &amp; year</li> <li>• U.S. Services (individual or combined)</li> <li>• Health, Morale, Welfare, Recreation &amp; Community</li> <li>• USO</li> <li>• Religious Services</li> <li>• Community Outreach</li> <li>• Government rebuilding/diplomacy</li> <li>• Funerals/memorials/dignified transfers</li> <li>• Repatriation of Remains</li> <li>• Change of Command</li> <li>• Peacekeeping</li> <li>• Relief Supplies</li> <li>• Officials (imagery of): President, Vice President, Cabinet Members (Secretaries of Departments) and Assistant Secretaries, U.S. Military Chiefs, Commandants, Chairman of the Joint Chiefs, National Security Director, and Cabinet-level officers, Directors of the intelligence agencies (CIA, DIA, NSA, etc.).</li> <li>• Imagery of individuals of national interest (newsworthy) whether foreign or domestic</li> <li>• History/documentation</li> <li>• Documentation of vehicles, aircraft, vessels, etc., weapons, change of uniform, etc.</li> <li>• Daily life &amp; operations of the DoD</li> <li>• Military support/Joint assistance to civil authorities/law enforcement (e.g. peaceful protests, riots)</li> <li>• Recruiting/Promotional</li> <li>• Non-combat imagery documenting significant political, social, cultural, economic, environmental, scientific, or technological subject-matter</li> </ul> <p><b>NOTE:</b> Non-combat visual information included within predominantly textual files such as reports, briefing documents, case files, evidentiary type files, investigative files, etc. should never be removed and should be scheduled in accordance with the disposition of the text files.</p> <p><b>EXCLUSION:</b> Imagery or recording topics excluded from this schedule include weapon systems, cartography and other geodetic imagery, intelligence-related imagery and medical photography including X-rays, microfilm and microfiche. Media, content, organizational, equipment related exclusions are also found in DoDI 5040.02, along with the exceptions to the exclusions. <b>NOTE:</b> all exemptions are subject to this schedule should imagery become newsworthy, per DODI 5040.02</p>		

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-153	<b>Non-Significant Still, Motion and/or Audio Recording Visual Information</b>	<p>Visual information that is duplicative, excessive in coverage, non-useable for lack of metadata, or relating to routine subjects not reflective of mission of the Department of Defense. Visual information and associated hard copy or electronic finding aids and caption information captured by DoD military, civilian or contract personnel, or acquired from non-DoD sources, that records/documents various types of routine events and ceremonies not central to the mission of the Department of Defense, that lacks appropriate metadata, that is duplicative, or that is deemed to be in excess of what is necessary for the adequate and proper visual documentation of the unique mission and history of the Department of Defense.</p> <ul style="list-style-type: none"> <li>• Visual information without the critical metadata information <ul style="list-style-type: none"> <li>o Still Imagery: <ul style="list-style-type: none"> <li>- Photographer Name</li> <li>- Caption</li> <li>- Date Shot</li> <li>- VIRIN</li> </ul> </li> <li>o Motion and/or Audio Recording: <ul style="list-style-type: none"> <li>- Videographer Name</li> <li>- Caption</li> <li>- Date Shot</li> <li>- VIRIN</li> </ul> </li> </ul> </li> <li>• Duplicate copies</li> <li>• Official photographs, personnel identification or passport photographs</li> <li>• Visual information: <ul style="list-style-type: none"> <li>o of routine award ceremonies, social events, and other activities not related to the mission of the Department of Defense</li> <li>o of poor visual quality</li> <li>o of internal personnel and administrative training, programs that are not related to the mission of the Department of Defense</li> <li>o deemed to be in excess of what is necessary for adequate and proper visual documentation of subjects listed under 5000-151 (DAA-0330-2013-0014-0001) or 5000-152 (DAA-0330-2013-0014-0002); Examples may include, but are not limited to, repetitive shots of the same event, multiple camera angle shots of the same event</li> <li>o promoting campaigns common to most government agencies (e.g., CFC donations, blood drives, health fairs, etc.)</li> </ul> </li> </ul>	<p><b>TEMPORARY: Cut off annually and offer to DIMOC: 1. DIMOC may offer back to the capturing U.S. Military Service 2. DIMOC may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum. DIMOC will destroy records immediately after receiving a negative response from owning DoD Component or DIMOC will destroy records immediately if not offered to any Component.</b></p>	DAA-0330-2013-0014-0003
5000-154	<b>Mission related News Reports and/or Broadcasts by U.S. Military Components and Defense Media Activity</b>	<p>News Reports and/or Broadcasts may include U.S. Military Service specific broadcasts for television, radio, and online display/feature. Such records may also include those news reports and/or broadcasts that were originally created or a composite creation from within the Department of Defense and may include those news reports and/or broadcasts for feature in a joint environment and the DoD locations worldwide; may also include audio recordings and that which differs from the camera originals but that was released (i.e. masking/redaction, cropping, etc.). Content may include but is not limited to:</p> <ul style="list-style-type: none"> <li>• News reports and/or broadcasts that are Service specific</li> <li>• News reports and/or broadcasts that are Service specific</li> <li>• News reports and/or broadcasts that were compiled using external DoD resources; license information to be included</li> <li>• News reports and/or broadcasts that are of joint interest</li> </ul>	<p><b>PERMANENT: Cut off at date of final creation. Transfer visual information to the DIMOC no later than one year from cut off. DIMOC will cut off VI annually. Transfer to NARA in 5-year blocks 1 year after last year of the block.</b></p>	DAA-0330-2013-0014-0004

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-155	<b>Non-significant News Reports and/or Broadcasts by U.S. Military Components and Defense Media Activity</b>	<p>News reports and/or broadcasts that are duplicative, excessive in coverage, non-useable for lack of metadata, sound effects, or relating to routine subjects not reflective of mission of the Department of Defense. Also includes acquired broadcasts from commercial, network, or other non-DoD sources.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Those news reports and/or broadcasts with information found/discovered upon additional research will be placed into 5000-154 (DAA-0330-2013-0014-0004) (Mission-Related News Reports and/or Broadcasts by U.S. Military Components), where applicable, for transfer to NARA.</li> <li>• All those with unavailable/unobtainable metadata after research consideration are temporary and should follow the disposition options described above.</li> <li>• Duplicative copies of news reports and/or broadcasts will be compared against one another for quality and metadata accuracy, and one report or broadcast will be selected and arranged according to 5000-154 (DAA-0330-2013-0014-0004) (Mission-related News Reports and/or Broadcasts by U.S. Military Components), where applicable, for transfer to NARA. Those remaining copies are temporary and should follow the disposition options described above.</li> </ul>	<b>TEMPORARY:</b> Cut off annually and transfer to DIMOC: 1. DIMOC may offer back to the capturing U.S. Military Service. 2. DIMOC may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum. DIMOC will destroy records immediately after receiving negative response from owning DoD Component, or DIMOC will destroy records immediately if not offered to a DoD Component.	DAA-0330-2013-0014-0005
5000-156	<b>Graphic Visual Information – Posters – Published Relating to the Mission and History of the Department of Defense</b>	<p>Graphics convey a topic in various visual information mediums. These VI materials may highlight a DoD program/message or may seek the interpretation of the viewer to grasp the pertinent information and possible message. Graphics/Posters may represent people, places, and events as well as unit seals, montages, icons, logos, composites, displays, exhibits and fictional people, places and events. Posters may exist in layered digital file-formats and/or a physical format. They may also be hand or mechanically drawn and may exist in a printout or digital image of the graphic. These graphic VI records may also include imagery that has been altered beyond the parameters of DoD Instruction 5040.02, such as photo illustrations. The above description is not inclusive or limiting.</p> <p>RECORD ELEMENTS: Digital files; and, when a physical copy is available for posters two (2) copies are required plus any digitized version.</p>	<b>PERMANENT:</b> Cut off and transfer two copies of each printed poster in hardcopy form, or if hard copy does not exist, digital form, to the DIMOC immediately after publication. DIMOC will cut off annually. Transfer materials to NARA in 5 year blocks immediately after the end of the last year of the block.	DAA-0330-2013-0014-0006

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-157	<b>Copies or Drafts of Graphic Visual Information – Posters</b>	Duplicate copies (beyond the two required) of published posters or published posters lacking adequate metadata; or published posters that do not relate to the mission of the Department of Defense, but instead, promote campaigns common to most government agencies (e.g., CFC donations, blood drives, health fairs, etc.) Graphics convey a topic in various visual information mediums. These VI materials may highlight a DoD program/message or may seek the interpretation of the viewer to grasp the pertinent information and possible message. Graphics/Posters may represent people, places, and events as well as unit seals, montages, icons, logos, composites, displays, exhibits and fictional people, places and events. Posters may exist in layered digital file-formats and/or a physical format. They may also be hand or mechanically drawn and may exist in a printout or digital image of the graphic. These graphic VI records may also include imagery that has been altered beyond the parameters of DoD Instruction 5040.02, such as photo illustrations.	<b>TEMPORARY:</b> Cut off immediately after publication and transfer to DIMOC. 1. DIMOC may offer back to the capturing U.S. Military Service. 2. DIMOC may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum. DIMOC will destroy records immediately after receiving a negative response from owning DoD Component, or DIMOC will destroy records immediately if not offered to a DoD Component.	DAA-0330-2013-0014-0007
5000-158	<b>Graphic Visual Information – Military Service and DoD Component Specific Magazines</b>	The Military Service specific magazines: Soldiers, All Hands, Airman, and Marines but not excluding other DoD Component magazines with the following characteristics and purposes. These flagship magazine publications feature useful information on operations, equipment, education and training, sports, entertainment, and policy in a mixed media graphic format, whether in digital or a physical hard copy format. The above description is not inclusive or limiting.	<b>PERMANENT:</b> Cut off immediately after publication. If electronic, transfer an electronic copy to DIMOC immediately after publication. If no electronic copy exists, military service and DoD Component shall transfer a paper copy to DIMOC immediately after publication. DIMOC will cut off annually. DIMOC will transfer electronic versions to NARA in 5 year blocks immediately after the end of the last year of the block. DIMOC will transfer paper records to NARA in 5 year blocks when the latest record in block is 15 years old.	DAA-0330-2013-0014-0008



SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-159	<b>Copies or Draft Versions of Graphic Visual Information – Military Service and DoD Component Specific Magazines</b>	Duplicate copies (beyond the required) of published Service specific and other DoD component magazines; or such published magazines lacking adequate metadata. Also preliminary designs, sketches, drawings, layouts, and other production materials used in creating the magazines. The Military Service specific magazines: Soldiers, All Hands, Airman, and Marines and DoD Component magazines with the following characteristics and purposes. These flagship magazine publications feature useful information on operations, equipment, education and training, sports, entertainment, and policy in a mixed media graphic format, whether in digital or a physical hard copy format.	<b>TEMPORARY:</b> Cut off immediately after publication and transfer to DIMOC. 1. DIMOC may offer back to the capturing U.S. Military Service. 2. DIMOC may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum. DIMOC will destroy records immediately after receiving a negative response from owning DoD Component, or DIMOC will destroy records immediately if not offered to a DoD Component.	DAA-0330-2013-0014-0009
5000-160	<b>Digital Artwork</b>	Digital artwork that captures combat artwork or other art relating to the mission and history of Department of Defense in various mediums including paintings, sketches, sculpture, mobiles and digital formats.	<b>PERMANENT:</b> Cut off upon completion of artwork and transfer to DIMOC one year after cutoff. DIMOC will cut off annually. Two years after receipt, DIMOC will transfer materials to NARA in 5 year blocks.	DAA-0330-2013-0014-0010

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-161	Original Physical Artwork and Copies of Digital Artwork	Original artwork relating to the mission and history of the Department of Defense, to include combat artwork or other art in various mediums including paintings, sketches, sculpture, mobiles and digital formats. Also included are extra copies of digital artwork and of photographs of original artwork; and original artwork, in any form, lacking adequate metadata, generated strictly as part of poster production, or relating to campaigns common to most government agencies (e.g., CFC donations, blood drives, health fairs, etc.)	TEMPORARY: Cut off upon completion of artwork. Transfer to the DIMOC after use or direct to the Service Museums with their acceptance. DIMOC will offer to the creating U.S. Military Service's museums. 1. DIMOC will offer to the original Services' U.S. Military Museum. 2. DIMOC will offer to the original Services' U.S. Military Academy, library or archive. 3. DIMOC will attempt to locate another U.S. Military affiliated educational institution. DIMOC will destroy records immediately after receiving a negative response to offers to U.S. Military Service Museum, Academy, Library, archive, or other affiliated educational institution. Or DIMOC will destroy records immediately if not offered to any entity.	DAA-0330-2013-0014-0011

SSIC/No.	Series Title	Description of Records	Disposition	DAU
5000-162	Mission-related Motion and/or Audio Recording Visual Information Productions	<p>A complete linear or non-linear interactive motion and/or sound recording presentation developed according to a plan or script; such as motion pictures, television broadcasts, informational and/or training videos, interactive video learning modules, entertainment/music videos, TV Public Service Announcements, and other video spot announcements designed to achieve specific training or communication objectives.</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• OSD or Military Service sponsored productions intended for OSD-wide, DoD-wide, Military Service or public distribution.</li> <li>• Productions produced for or by OSD that are intended for internal staff use.</li> <li>• Productions intended for broadcasting or training that are acquired from outside the Department of Defense that either: <ul style="list-style-type: none"> <li>o Provide information concerning the organization, functions, policies, procedures, operations, and essential activities of the Department of Defense or a DoD Component thereof;</li> <li>o Convey information about current or historical events involving the Department of Defense;</li> <li>o Communicate information or instructions concerning the operation, maintenance, construction, design, repair, use of, capabilities of, or tactical implications of weapons, equipment, or technologies that are unique to, used in a unique manner by, or used primarily by either the U.S. Military, foreign armed forces, or armed non-governmental organizations.</li> </ul> </li> <li>• Production talent and all other releases, contracts, scripts, treatments, transcripts and other documentation bearing on the origin, acquisition, and ownership of the production maintained by the DIMOC.</li> <li>• Content objective may include but is not limited to: <ul style="list-style-type: none"> <li># Education and Training</li> <li># Internal/Command Information</li> <li># Public Information</li> <li># Recruiting/Promotional</li> <li># Research, Development, Technology and Engineering (RDT&amp;E)</li> <li># Intelligence, Reconnaissance, Criminal Investigation Combat Readiness</li> <li># Installation Support</li> <li># Medical</li> </ul> </li> </ul>	<p><b>PERMANENT: Cut off upon completion of production and transfer immediately to DIMOC</b></p> <p><b>DIMOC will cut off annually and transfer to NARA in 5 year blocks.</b></p>	DAA-0330-2013-0014-0012

SSIC/No.	Series Title	Description of Records	Disposition	DAU
		<p>DoD Instruction 5040.07, Visual Information (VI) Production Procedures explains the complete requirements for a production. Materials, documents and content may include but is not limited to:</p> <ul style="list-style-type: none"> <li>Any masters or copies related to associated sound recordings, graphics, or still visual information</li> <li>Cut scenes, unedited audiovisual outtakes and trims, the discards of the production process, which have been appropriately arranged, labeled, and described.</li> <li>Content type may include: <ul style="list-style-type: none"> <li>Training and information products # spot announcements and advertisements</li> <li>interactive productions # simulations # educational computer games</li> <li>virtual reality scenarios.</li> </ul> </li> <li>Software and related documentation necessary to run the program.</li> <li>Reference material related to places/events depicted; research materials; special effects production.</li> <li>Shelf lists, caption cards, data sheets, and indexes.</li> <li>Production Folder materials, including but is not limited to: <ul style="list-style-type: none"> <li>releases for talent # interviews # letter of assignment # status reports</li> <li>signed and dated DD Form 1995 with distribution plan # scripts # approvals</li> <li>permits # signed legal review and review for public use clearance.</li> </ul> </li> <li>Procurement package, if contracted, including (but not limited to): <ul style="list-style-type: none"> <li>specification or statement of work # independent government estimate</li> <li>realistic delivery schedule # identification of deliverable items</li> <li>justification and approval # funding document # copy of approved script</li> <li>DD Form 250, "Material Inspection and Receiving Report"</li> <li>contract correspondence # general correspondence</li> </ul> </li> </ul> <p>RECORD ELEMENTS: Myriad formats whether digital or physical are accepted. A final copy of the distribution quality product is also required. The record element for VI Productions includes the Production Folder and Procurement package documentation referenced in DoD Instruction 5040.07</p>		
5000-163	Non-significant Motion and/or Audio Recording Visual Information Productions and Cancelled Productions	<p>Motion and/or audio recording VI productions that are duplicative, excessive in coverage as related to particular types of training, weapons systems, etc., non-useable for lack of metadata, or relating to routine subjects not reflective of mission of the Department of Defense. Includes acquired productions from commercial, network, or other non-DOD sources. Includes items deemed in excess of adequate sampling as relate to highly technical medical, scientific, or engineering topics. Also, unedited motion and/or audio recording outtakes and trims, which are un-described or lack arrangement, including those that lack any discernable relationship to a completed production. The Production folder and the Procurement package for cancelled productions are included as well.</p>	<p><b>TEMPORARY: Cut off upon completion of production and offer to DIMOC. DIMOC may offer back to the capturing U.S. Military Service. DIMOC may offer to the original Services' U.S. Military Service Academy Library, Archive or Museum. DIMOC will destroy records immediately after receiving a negative response from the owning DoD Component, or DIMOC will destroy records immediately if not offered to the DoD Component</b></p>	DAA-0330-2013-0014-0013